Finance assistant

# main purpose of The Role

This role is an essential position in the finance department. The Finance assistant is responsible for assisting with a variety of month end operations as well as providing support to the Head of Finance.

## responsible to:

Head of Finance

## responsible for:

No direct reports

## main tasks of the job:

* Being the first point of contact for finance queries
* Various bank reconciliations
* Assisting with accounts payable & accounts receivable
* Credit control duties
* Processing of staff expenses
* Asist with various month end tasks
* Reconcile any discrepancies or errors identified by conversing with employees and/or clients
* Suggest changes or improvements to increase accuracy, efficiency, and cost reductions
* Assist in the preparation of year end statutory financial statement
* Assisting with general office duties

# The Person

* Knowledge of Xero
* Proficient in Microsoft Excel
* Previous experience in a finance department is essential
* Solid communication skills, both written and verbal
* Attention to detail
* Confidence & Initiative
* Organisational skills
* Problem-solving skills
* Keen to start or continue AAT studies.

This job description is not intended to be an exhaustive list of your responsibilities. We reserve the right to require you to undertake such other tasks or duties, as may be appropriate to your status, experience and capability. We reserve the right to transfer an employee from one job to another and from one department to another, subject to capability, in order to benefit the efficient operation of the business.