Full time Finance Assistant Job Description

Finance Assistant profile and description
The role of finance assistant involves all clerical and office duties of the finance department and reports to the Business Manager.

Finance assistant duties and responsibilities

The finance assistant performs the following duties and responsibilities:
• Processing of payroll on a fortnightly basis and all matters relating to payroll
• Processing and payment of creditors weekly
• Monitoring the finance email inbox and ensuring all parent queries are dealt with in a timely and effective manner
• Dealing with parent enquiries in person/over the phone
• Quarterly BAS
• Banking as required
• Completion of all Census requirements
• Other jobs as requested by the Principal and Business Manager

Finance assistant Skills and specifications

The finance assistant should have the following skills and experience:

• Experience in a similar finance role desired
• Excellent communication skills
• Ability to deal with difficult customers
• Should be polite and maintain good interpersonal relationships
• Basic accounting knowledge
• Computer skills and good typing ability
• Should be good at multi-tasking
• Analytical skills
Would ideally suit someone working towards their CPA