We are looking for 2nd - 3rd year student in Finance, Accounting or Economics for Finance Administrator position!

Finance Administrator responsibilities include:

• Creating and updating spreadsheets of daily transactions
• Managing accounts receivable and payable
• Reviewing and processing reimbursements

Job brief:

We are looking for a Finance Administrator to organize our company’s day-to-day accounting procedures.
Finance Administrator responsibilities include maintaining records for all transactions, preparing monthly and quarterly financial reports and processing reimbursements.
If you have a background in Finance and knowledge of bookkeeping activities, we’d like to meet you.

Responsibilities:

• Create and update spreadsheets of daily transactions
• Manage accounts receivable and payable
• Review and process reimbursements
• Prepare budgets
• Keep records of invoices and tax payments
• Manage company’s liabilities (e.g. insurance premium)
• Identify and address account discrepancies
• Participate in payroll processes
• Report on financial projections (e.g. liquidity and cash flow)

Requirements:

• Proven work experience as a Finance Administrator, or similar role
• Advanced knowledge of MS Excel (creating spreadsheets and charts and using financial Excel functions)
• Good understanding of bookkeeping procedures
• Time-management and organization skills
• Confidentiality
• BA degree 2-3rd year student in Finance, Accounting or Economics