



Finance & Compliance Assistant Job Description

Overview

Tasked to support the Directors with the day-to-day financial and compliance administration of the business, keeping the records and documentation the management system depends on accurate, complete and current.

Providing the information, documentation and support needed to maintain compliance with the established guidelines, codes, and regulations the business is required to work to, and handling the confidential information the role carries with discretion.

Responsibilities and Duties

- Ability to handle confidential information with discretion
- Support the maintenance of the management systems and keep information current/active
- Financial work to input invoices/information onto Xero
- Assist and ensure all necessary documentation for invoicing is accurate and complete in a timely order – this will include collating and checking timesheets/delivery notes/collection notes etc
- Assist with the preparation of documentation towards our accreditations
- Support in purchase ordering with various suppliers
- Database/log updates – logs to be kept up to date and checked regular
- Assisting with arranging training sessions and compliance updates for staff
- Assisting Director's with daily financial/compliance tasks as necessary

Requirements

- Honest, Hard-working, Punctual & Flexible
- Excellent organisation skills
- Attention to detail
- Worked with Microsoft Word & Excel and Xero
- Excellent Communicator / Team Player #Team ... Together Everyone Achieves More
- Can work under pressure and be self-motivated to work alone if necessary
- Willingness to learn and adapt to changing business needs

JD005

Revision 1

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