

# Job Description

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Job title	Finance Assistant	Date
Reports to (title)		
Contract/Department		Revision
Location		

## Job purpose

Describe the overall purpose of the job in two or three sentences.

To support the Finance team in meeting all EMCOR Group Finance requirements. This role offers potential for further development in terms of internal and professional training for the right candidate.

To assist the Finance team in the management of new Contract and Project numbers. This will involve set-up, approval routes, management of client orders and creation of job files on the shared server. In addition, assistance in the production of customised management reports, weekly billing reports and WIP reports for all business heads. This role will mitigate new risk within the business by ensuring that client orders are in place prior to commencement.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- JDE Job Set up and initial match to client Purchase Order
- Approval route and contract file set up
- Extraction and analysis of useful management information from JDE
- Preparation of WIP reports to all Operational Staff
- Preparation of Invoicing reports to all Business Heads
- Assist with management of any delegated financial administration and transaction processing, including customer billing, in accordance with Group Accounting Policy and EFS Accounting procedures
- Ensure that the contract financial review programme is carried out in accordance with company policy
- Support to all operational and non financial staff with any financial items

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Good IT skills including Word, Excel and Powerpoint
- Good Communication skills
- Some JDE experience is beneficial but not essential

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	

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