

# Job Description

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

## Job purpose

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

The position of Finance Administrator offers the right individual a great opportunity to take the first step into Accountancy.

## 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.

- Assist with contract set up in the Company's financial reporting systems - JD Edwards
- Assist with ensuring the contract financial review programme is carried out in accordance with company policy.
- Assistance with any delegated financial administration and transaction processing, including assistance with the preparation of monthly management accounts and any ad hoc tasks.
- Journal Preparation.
- Assistance with supplier invoicing system.

## 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.

- Suitable experience within a finance related background preferable.
- Computer literacy is 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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