Position: Finance Assistant

Job Description:

Finance Assistants at Facilities Pro 4U provide support to the finance team in managing financial transactions, record-keeping, and budgeting. Key responsibilities include:

- Assisting with financial data entry and bookkeeping.

- Preparing financial reports and statements.

- Supporting the Finance Manager in budgeting and expense tracking.

- Ensuring financial records are accurate and up to date.

Qualifications:

- Certificate IV in Finance or bookkeeping.

- Proficiency in financial software and spreadsheets.