

Job Description

Job Title: Finance Assistant

Reports to: Accounts Manager

Rota: Part time

Location: London

Main responsibilities:

- Data entry and storing electronic records
- Obtaining invoices from suppliers for record-keeping
- Email and telephone communication with supporters
- Following up on missed payments
- Other finance related admin tasks

Required skills

- Intermediate skills in Microsoft Excel
- Excellent written and verbal communication skills
- Basic level of written Arabic

Salary: £10.75 an hour