



# Financial administrator

## Description

Financial administrators work in the area of finances and accounting and carry out payment operations and book-keeping tasks, prepare and make calculations and reports, enter business changes into books and follow and oversee business operations of a company. It is in their purview to carry out different financial tasks, including making incoming and outgoing payments; calculating the costs, expenditures and income; keeping records of paid invoices; calculating taxes and contributions accompanying the salaries; archiving financial documentation, etc. Financial administrators take part in developing the financial plans, follow their implementation, prepare financial reports and tax-based balance sheets. The accuracy of the documentation, primarily that of accounts, contracts, and invoices, is very important. That is why continuous controls take place. Based on the financial data they follow, financial administrators make the assessments of financial business and evaluation of financial situation and then present their financial reports and estimates. They use PC in their work which takes place indoors, in an office.

To be able to do the financial administrator's job, it is important to be precise, accurate, systematic, and prompt. It is likewise important to have good communication, presentation, and organisation skills, as well as to speak English and have PC skills. In order to maintain communication with banks and prepare the documentation required, you need to be responsible and goal-oriented.

## Desirable traits/requirements

- Good communication skills and approachability
- Good memory and an eye for detail
- Being organised
- Preciseness and accuracy
- Responsibility and reliability
- Being systematic and prompt
- Good knowledge of Serbian as the language of the educated, and fluency in foreign languages
- Self-reliance, but also teamwork skills

## Positive aspects:

- Financial administrators carry out a wide spectre of different tasks – their fields of work vary, there are different opportunities for employment as well as for career advancement. They make calculations, prepare reports and analyses, make payments, evaluate financial indicators, etc. The fact that they work in an office is also an advantage.

## Negative aspects:

- Financial administrators predominantly spend their working hours at a desk, in front of a computer. Carrying out financial, banking, and accounting tasks is demanding since it requires you to be precise and responsible. A single erroneous data may lead to major missteps in calculations and estimates.

## Career path/field of work

To be able to do the financial administrator's job, you need to finish a four-year secondary vocational school.

Financial administrators work in a wide range of different fields: they can work in banks, financial departments of companies which are active in many different sectors, investment funds, insurance companies, etc.