



Job Description

Administrative Finance

Position Summary

Reporting to the Controller, the Finance Clerk is responsible for providing financial transactions support, which includes a variety of clerical and administrative tasks including, but not limited to, customer service, record keeping, data entry and processing financial transactions for the Group of Companies.

The incumbent is responsible for exercising a high degree of confidentiality, professionalism, teamwork while building relationships and working closely with key roles throughout all levels of the company. As well, strong attention to detail is a key success factor in this role.