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# Example of Accounting Project Manager Job Description

Our company is growing rapidly and is hiring for an accounting project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounting project manager

* Responsible for budgeting, billing, payments, cost control and tracking cost forecasting
* Complete a full outsourcing review of all the outsourced activity from the Irish legal entities and liaise with the Regulator internal Legal & Compliance teams in relation to same
* Excel analysis of ad hoc items related to exceptions items and their impact on the Business
* Monitor updates on International Financial Reporting Standard (IFRS) related topics
* Coordinate and execute the global audit fee process
* Drive process harmonization and improvement including IFRS standardization across local statutory accounting
* Work closely with project managers and functional leaders to manage accounting and financial reporting for enterprise related IT projects
* Manage capitalization of internally developed software
* Own account reconciliation process related to project accounting and related activities
* Lead process improvement and automation to develop ‘world-class’ project finance processes

## Qualifications for accounting project manager

* Ideally CIMA qualified accountant – 2 years post qualified
* University degree in the field of Accounting or Finance and 10 years related work experience
* Experience with an all-digital/online invoice and/or T&E approval and workflow solution, required
* Help to facilitate questions/answers with Corporate and AM partners to fulfill Global Wealth Management regulatory requirements
* Assist in the preparation of quarterly and ad-hoc financial statements and analysis
* Assist in the submission of data for management reporting investigating questions from the business