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# Example of Assistant Finance Manager Job Description

Our innovative and growing company is looking to fill the role of assistant finance manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant finance manager

* Supporting systems in production and work for resolution for any issues identified
* Oversee periodic (D/M/Y) activities in the system and processes in the responsibility
* Experience in developing interface between systems, is preferred
* Strong communication and facilitation skills in English, primary, and mandarin is better to have, experience in partnering with business users and other IS team members to design and implement systems solutions
* Support planning in functions for the Strategic Plan
* Able to identify factors that can generate Cash/Positive EVA
* Can interpret financial statements, teardown estimates, and market trends to build broad competitor profiles likely marketplace actions
* Performs/provides accounting services to a multi-plant facility, a subsidiary with 4 integrated production centers
* Manages full-sets of accounts, which include receivables, payables, inventory, fixed assets, cash receipts, cash disbursements
* Responsible for full scope of management accounting functions, including budgeting and budgetary control, responsibility accounting/ segment reporting, variance analysis, financial planning

## Qualifications for assistant finance manager

* Qualified Charted Accountant -CA
* Post Qualification 5 Years of relevant experience
* Working knowledge of corporate tax, employees personal tax
* Good knowledge of any ERP package, (AX dynamics preferred)
* Absolute integrity & honesty
* Three years’ retail management experience