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# Example of Assistant Finance Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of assistant finance manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant finance manager

* Lead the production and maintenance of appropriate supporting documentation (in respect of the process, systems and controls)
* Supervise and mentor AP Team Leaders and Analysts and provide necessary training
* Support the team in efficient bookkeeping and accurate accounting in accordance with the company policies
* Support the improvement of growth by challenging the drivers, developing contingency scenarios, driving stronger management accountability, improving financial forecast process, enhance management performance measures and improve execution discipline
* Understand, communicate and explain variance drivers within the business
* Provide necessary analytics to highlight key business performance drivers
* Consolidate actual operating performance and reporting results
* Work with Commercial teams and operations leaders to drive opportunities for pricing, variable cost, base cost, and material variance
* Lead and / or participate in simplification projects that will facilitate and increase capacity for value-added financial analysis
* Manage internal and external audit requirements, ensure compliance to tax laws within India

## Qualifications for assistant finance manager

* A minimum of 6 years hands on accounting experience preferably from Big 4 and HK listed companies
* Experience in property, construction and hotel industry is an advantage
* Have full literacy of Microsoft Office suite to include Word, Excel, and PowerPoint
* Must pass a pre-employment criminal background check and pre-employment drug screening
* Must possess open availability to include evenings and weekends as required
* Must be able to work in any of the Friends Gift Shops 4 locations during any shift the shop is open