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# Example of Assistant Manager, Finance Job Description

Our company is looking for an assistant manager, finance. 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 manager, finance

* Compliance with statutory, regulatory and shareholder reporting requirements
* Handle full set of books independently
* Possess experience of forecasting process, Able to independently create a forecast and drive discussions and action plan
* Play integral part in Monthly closing process, Coordination with the team to understand the variances with planned performance and able to present the same to management in most succinct manner
* Ensure preparation of Key Financial, Business MIS for management decision making
* Able to lead the financial modeling of CAPEX projects and evaluate various options using Payback, IRR and other methods
* Manage the preparation of all reports related to new business opportunities
* Demonstrate and inspire integrity
* Ensure all tasks are assigned and performed on time
* Focus on complex planning issues around the Annual Operating Plan

## Qualifications for assistant manager, finance

* Strong budget forecasting knowledge
* Bachelor degree, major in Finance or Accounting
* Prefer to have big 4 working experience ( minimum of 2 years)
* Experience Criteria – Incase CA/ ICWA 2-4 years else 5+ Years of relevant experience
* Education- Preferable if CA/ICWA
* Language- Preferable if speaks Tamil