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# Example of Associate Director, Finance Job Description

Our company is looking for an associate director, finance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate director, finance

* Monthly T&E reporting and analysis on spending vs
* Assist with financial projects and initiatives throughout the year
* Manage budget process for Corporate including annual overhead allocation calculations to US business units and international territories
* Develop and analyze business information in order to facilitate decision-making and management control
* Assess returns on key investments, sales forces expansion, new product launches
* Identify, monitor, report and analyze key cost drivers, metrics and trends to provide proactive advice to E&I Applications group
* Responsible for the preparation of the annual business plan
* Ad hoc special projects and analyses for corporate senior management, including Power Point presentations of financial results, forecast and plan data
* Work closely with the Director of Marketing to evaluate the effectiveness of , digital media/online marketing and promotion strategies relative to costs and effort and the direct and indirect impact on sales and exposure
* Travel to Costa Rica at least once a month and on occasions to other Central America / Caribbean countries

## Qualifications for associate director, finance

* Product knowledge in trade finance, L/C, buyers credit, pre-export finance, etc
* Computer skills – Proficient in Microsoft Word, Excel, PowerPoint and Access
* Production of accounting papers
* Excellent business development skills with superior closing capabilities
* 5 years’ experience in Debt Capital Markets, Corporate Finance, Advisory type functions
* Previous direct interaction with corporate CFOs/Treasurers/treasury staff