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# Example of CIB Finance & Business Management Job Description

Our growing company is looking to fill the role of CIB finance & business management. 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 CIB finance & business management

* Establish strong working relationships with team across different lines of businesses and functions
* Manage timelines risks, issues, dependencies and action items across multiple projects
* Anticipate, identify and remediate risks before they become issues
* Identify opportunities for process and improvements and drive those from concept to implementation
* Support annual budget and periodic (monthly) forecasting processes
* Support the month-end close process, coordinating expense accruals with Controllers, understanding & re-forecasting new risks & opportunities and providing variance commentary
* Support preparing financial (variance) analysis and walk forwards (expense and headcount) by key business themes
* Support detailed Headcount tracking including all productivity / location strategy reporting versus plan/target any new business growth initiatives
* Support delivering monthly executive-level business reviews
* Key contact for all operational issues related to the business

## Qualifications for CIB finance & business management

* Initial Project experience
* Sparring partner for the management, with a strong interest to get involved in activities / projects “outside the box”
* Strong analytical and numeric skills, accounting knowledge, ability to interpret financial statements and MIS reports
* CPA or equivalent/ Project Management Professional will be advantage
* Partner with Finance & Business management teams to drive results
* Create senior management level presentations on a variety of topics, including strategy, organizational governance, and performance