Downloaded from <https://www.velvetjobs.com/job-descriptions/executive-finance>

# Example of Executive, Finance Job Description

Our company is looking to fill the role of executive, finance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for executive, finance

* Providing support to Head of Finance for the planning and execution of the annual budgeting and periodic forecasting exercise
* Handle Retail operation in Finance areas
* Close tracking of key deliverables
* Diary management which includes scheduling and organization of meetings, conference calls and webinars
* Organize travel arrangements like flights and hotel booking, including travel visa application where applicable
* Manage the VP's monthly expense claims and leave requests
* Serve as Subject Matter Expert (SME) in various financial processing systems utilized by the Company (T&E system, Contracting & Contract Management system, Procurement system, etc)
* Being a SME in understanding & complying with Security Protocols for external parties accessing UT facilities
* Prioritize conflicting calendar needs
* Provide a bridge for smooth communication between the Finance Team, internal departments, and external contacts

## Qualifications for executive, finance

* CMA or MBA is preferred – a relevant advanced degree and working knowledge of medical device design and manufacturing is desired
* Minimum of 15 years financial management experience in an operational environment is required
* Minimum of 10 years management or supervisory experience Individual must have a high level of motivation, commitment and dedication combined with a proactive mind set is required
* Work experience in scheduling, materials, manufacturing, production control activities, manufacturing technology, or related discipline is preferred
* Technical expertise in this area is desirable
* Demonstrated past leadership and management skills including problem resolution, employee coaching and mentoring, and a strategic vision are necessary