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# Example of Finance & Accounts Job Description

Our company is searching for experienced candidates for the position of finance & accounts. 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 finance & accounts

* Driving continual improvement through Operational Excellence initiatives to implement Standard Work, reduce process variation, transform business processes and simplify the financial close
* Ensure primary responsibility for strong internal control environment and financial compliance
* Facilitating OTC problem resolution including managing the order holds or releases decision process
* Conducting trend analysis to drive continuous improvement related to OTC processes and systems
* Maintaining a constant focus on achieving and surpassing established metrics
* Proactively partnering with internal and external customers to identify trends and resolve OTC issues
* Providing direction and assistance to global team in resolving issues to meet OTC metrics
* Coordinates the daily workflow, assigning tasks and supervising a
* To make spot check for all outlets at least three times per month
* Responsiblefor co-odinating of monthly accounting closes and reporting to the groupheadquarters

## Qualifications for finance & accounts

* Maintaining focus to deliver results in a fast-pace and diverse environment
* Motivating and managing exceptional team performance, making the most of associates' diverse strengths and skills
* Providing opportunities, guidance and feedback to help all associates continuously learn, discover process improvements and contribute to ADP's overall success
* Cantonese is preferred
* Performance management – takes initiative to develop annual goals and gains support from manager
* Coaching/mentoring development – takes an active role in educating, supporting and integrating others into the firm