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# Example of Finance & Administration Job Description

Our company is looking for a finance & administration. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for finance & administration

* To manage and provide leadership to local Accounting team in handling day-to-day accounting operations
* Ensure timely, accurate and useful financial analysis is delivered for management decisions
* Monitor cashflow to ensure liquidity in company’s operation
* Responsible for Group and PRC reporting, accounting closing, and other financial reports
* Maintain accounting policy in conformity with local and Group regulations
* Liaise with bankers, auditors (internal and external) and tax bureau
* Support in annual OMB Uniform Guidance 2 CFR 200, creating schedules
* Engaged in the more critical and confidential aspects of financial analysis
* Provide general administrative support to Assistant Director
* Perform duties associated with scheduling, organizing, and operating conferences, seminars, and events, including assisting with pre-event preparations (badge production, RSVP), coordinating logistics, event set up and cleanup, registration and hosting, and serving as liaison with internal and external vendors

## Qualifications for finance & administration

* P2P Operation experience
* Exhibit initiative, integrity, and sound judgment
* 10+ years of relevant experience in Internal Control , Compliance to relevant industry standards, Risk Assessment and Control Framework
* Handling Compliance and Audit
* 7+ years of Controls & Corporate Audit experience
* Bachelor’s degree in Accounting, Finance, Business Administration, Public Administration or a relevant field AND at least five years of relevant experience and success in positions with increasing responsibility in financial operations