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# Example of Finance Advisor Job Description

Our growing company is searching for experienced candidates for the position of finance advisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for finance advisor

* Ensure accurate and compliant financial records for the Program or Business Areas
* Provide advice to Project/Program leaders on O2D, opportunity formation, business cases, project planning, project performance and project closures
* Responsible for business, financial and strategic analysis, modeling, and decision support for internal and external stakeholders
* Coordinate with internal groups to assimilate and track relationship bank activities in order to help in the allocation of business opportunities
* Give advice to SCIWC financial staffs especially on the financial management of the Advance Cash Transfer to DNP quarterly request of budget, tracking project spending, justifying cash management and disbursement
* Work with the Value Chain Specialist to address finance and investment priorities related to value chain development and innovative solutions for impacts along selected value chains related to improved post-harvest handling and storage
* Maintain all tasks/responsibilities for student load set by Associate Director or Sr
* Responsible for preparing and checking that trade spend is correctly recorded in the relevant accounts on an ongoing basis, with specific emphasis on the correct position being reported at month end
* Responsible for the monthly production and explanation of trade liability and balance sheet reporting to Senior Finance Analyst
* Support Sales Finance Manager in producing Account Level Trade walks for Month-end and Outlook processes, to develop a clear and concise understanding of the Trade line

## Qualifications for finance advisor

* Responsible for taking ownership of all customer interactions demonstrating professionalism and empathy, being clear on the facts, escalating where necessary and ensuring all procedures are rigorously adhered to
* Experience working in a fast-paced professional environment with responsibility for managing and contributing to teams developing major projects or initiatives
* Acquires and maintains high-level knowledge of all procedures
* Owns and manages complex processes, proactively resolves and reports issues
* Takes personal responsibility and accountability for successfully completing assignments or tasks
* Participates in efficiency projects in line with customer requirement