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# Example of Finance Director Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of finance director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for finance director

* Control general office administration in coordination with centralized departments
* Measure and report on productivity
* Analyze financial information and prepare reports to determine/maintain record of assets, liabilities, P&L and other financial activities within the division
* Interact with overseas financial and sourcing offices
* Oversee budget and forecasting of the division
* Oversee the management and coordination of all fiscal reporting activities
* Responsible for the preparation of analysis and dashboard reporting for the client group, Corporate
* Maintain financial oversight across all functional areas
* Co-Lead seamless execution of Series D Preferred Equity financing
* Navigate company through liquidity constraints for three months leading up to investor financing

## Qualifications for finance director

* 5+ years of supervisory experience within the industry
* Experience as a financial officer and/or controller, operations manager or business manager in apparel, footwear, accessories or related fields
* Exemplary budgeting and forecasting skills
* Audit and internal controls background is a plus
* Design and maintain company’s monthly / annual forecast model
* Design five-year strategic model