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# Example of Finance Executive Job Description

Our company is looking for a finance executive. 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 executive

* Be a strategic partner to executive management, content and production leaders, and studio partners all over the world
* Verify purchasing/reimbursement documents follow company policy, make sure all documents has proper approved according to the approval matrix
* Responsible China ACO accounting documents preparation and provide it to BKK accounting HUB
* Process bank reconciliation during month end closing
* Maintenance of the relevant accounting documentation to meet any requiring information from Tax Authorities, external/internal auditors and any other external/internal customers
* Maintain contractual information and planning information into Corporate Performance Management(CPM),to support customer performance analysis
* Verify commercial business cases and send to Head of Finance to validate
* Responsible for local taxes and corporate income tax accrual be made during month end closing
* Responsible for tax filling according to local tax requirements
* Liaise with Tax Authorities as required

## Qualifications for finance executive

* Assist the management of the Corporate Finance department in carrying out their roles
* Bachelor's Degree is required in Finance or Accounting and relevant operational experience in a manufacturing environment
* Direct management within a unionized environment is desirable
* Must have a track record of critical thinking and solving complex issues
* Must be able to multi task Individual must have relevant software skills
* Proactive, meticulous and committed to meet deadlines