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# Example of Finance Operations Associate Job Description

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

## Responsibilities for finance operations associate

* Implement and Enhance critical control processes around end to end processing of Trade Finance Operations, which includes daily reconciliation, monitoring and Compliance checks, Sorting and scanning of relevant documents to Offshore processing centre
* Works closely with Off-shore processing centre team, Branch Trade Finance Ops team members, and Client service team members to ensure seamless service delivery
* This will involve collating and mining sources of consumption data quality metrics such as the Accuracy & Completeness of Data (ACD) index
* This role will work closely with relevant stakeholders to identify the root cause of some of these open Data Quality issues and drive resolution
* It is expected that a portion of the role will be to drive the build out of additional metrics in addition to working with what already exists
* Close collaboration with the Finance & Risk Roadmap Data Metrics Initiative team will be required
* The essence of this team is to build a comprehensive, metrics-driven view of Finance & Risk data quality, and drive measurable improvements in data quality via solutions identified from that fact-base
* As such, the majority of the time and effort will be spent on performing business analysis to determine root causes and solutions to the identified DQ Issues, in close partnership with Tech and Ops
* Works closely with Chief Operating Officer (COO) on a variety of projects that support and facilitate key aspects of business and operational planning
* Support strategic initiatives and projects as needed

## Qualifications for finance operations associate

* An understanding of working with preferred clients and vendor management portals is preferred
* Helping with preparation of materials for new business pitches creating PowerPoint slides or undertaking Excel tasks
* Ability to develop and maintain strong partnerships and gain consensus on key decisions
* Experience with variance analysis and operating margin analysis
* Advanced skills developing Qlik dashboards, optimizing underlying Qlik data models and performing Qlik server administration functions
* Prior experience interpreting and analyzing complex data sets, and providing actionable recommendations