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# Example of Finance Project Manager Job Description

Our growing company is looking to fill the role of finance project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for finance project manager

* Adhere to CPMC approved PM procedures and tools as applicable
* Keep up with and use project management best practices and tools
* Facilitate both fully baselined projects (project planned and baseline established for scope, schedule, budget) rapid response teams and root cause investigations (utilize framework for rapid response team)
* Ensure correct assignment and monitoring of cost
* Prepare commercial information for regular project reporting/project status discussions/milestone reviews (deadlines, costs, quality, cash collection)
* Support preparing budgets and forecast for projects
* Identifying and financially assessing opportunities and risks, defining suitable measures for reducing risks or realizing opportunities and taking precautions for remaining risks
* Scheduling and leading project status meetings with members of the office of grants and contracts, MWRI leadership, principal investigators, and other impacted parties
* Communicates progress, issues and solutions to senior management, business project clients and stakeholders to obtain their input as appropriate
* Partners with business clients, IT and management to determine the scope, requirements and solutions for projects

## Qualifications for finance project manager

* Manage the communication flow between all stakeholders and balance these requirements, legal, commercial sales, finance, group controller, head of finance, CFCA and local OpCo’s
* Extensive project management and leadership capabilities working with new company system implementations, including large system/global implementation, ideally SAP
* Ability to work in our non-structured, fast paced environment
* Degree qualified with over 8 years industry experience
* Minimum of 5-8 years related work experience, including 3 years in management and 3 years
* Working at the corporate or organization level