Downloaded from <https://www.velvetjobs.com/job-descriptions/finance-services-manager>

# Example of Finance Services Manager Job Description

Our company is growing rapidly and is looking for a finance services manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for finance services manager

* Independently executes the Project Plan using GlobalPM Methodology
* Ensure timely and accurate preparation of monthly, quarterly and annual financial forecasts including P&L and Balance Sheet
* Provide analysis on revenue, margins, capital at risk, return on investment capital and other relevant financial KPIs to provide information on early business indicators and to support decision making
* Assist in the preparation of monthly financial packages to the board, CEO, CFO and other senior leaders detailing the status of the business and providing insights on key items
* Participate in the analysis and approval of new business cases
* Build and maintain the relevant financial systems to support the FP&A function globally
* Deploy effective metrics and dashboards across the company to foster constant improvement and progress towards best practices
* Manages performance utilizing organization’s management system, practices and tools
* Maintain the bad debt forecasting model, ensuring actual results are updated and bad debt charges are forecast in line with Group policy and management initiatives
* Ensure the team provides timely information and analysis of the highest quality to the relevant boards

## Qualifications for finance services manager

* Degree in Finance, Business Administration or Economics is required
* Quality awareness, desire to identify, prioritize and maintain standards in order to meet stakeholders’ demands
* Communication skills to work with multiple levels, functions and regions
* Excellent communication skills a must as this position will interact with Senior Sales Management and Line Managers
* Bachelor’s degree and 5 years’ corporate finance experience OR MBA and 3 years’ corporate finance experience
* Demonstrated expertise with Excel and SQL