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# Example of Finance Shared Services Job Description

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

## Responsibilities for finance shared services

* Identify and develop Shared Services priorities, driving an environment of continuous improvement
* Oversee the monthly and quarterly close processes at an operational level for each Business Unit through management of the Close Calendar and ongoing communication
* Lead Projects/Initiatives across the shared Services organization
* Ensure property lease is signed in 2016 and work with the PMO lead to ensure grant
* Lead on the recruitment of the PFS Management team
* Lead the PFS management team ensuring smooth operational running
* Manage the relationship with InvestNI to ensure compliance with the grant contract and receipt
* Manage the PFS training plan, including working with the Department of Employment and
* Create and maintain procedures for managing centre activities, capacity and service
* Define and negotiate the budget for PFS, and manage within the agreed budget

## Qualifications for finance shared services

* Project Management experience/PMP designation a plus
* Six Sigma or related process excellence experience a plus
* Experience with leveraging external benchmark reporting and internal operational metrics to drive service levels and demand management
* Ability to influence indirect reporting relationships and business partners
* Oracle Projects experience
* Experience managing Finance related technology projects would be an asset