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# Example of Finance Staff Job Description

Our company is hiring for a finance staff. 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 staff

* Act as a primary point of contact between management and team members on departmental items, including budget / expenses, space and other operational concerns
* Organize team-building events
* Partner with Controlership and Operational teams to adopt policies
* Partner with Director Finance, Corporate Staff/COE and the teams of multiple Senior Executive leaders to help drive performance of Corporate Staff operating groups
* Works with team to provide all financial support, including consolidation of budget, projection and actual reporting to the Corporate Staff Operating Groups
* Coordinates the monthly and quarterly closing process and provides leadership to team in focusing on key drivers of variances vs
* Responsible for consolidation of BU results and reporting requirements to Corporate Financial Analysis, Corporate Financial Reporting, Tax, Treasury, and finance teams
* Provides decision support analysis and financial modeling support to reach key resource allocation decisions and drive cost efficiencies
* Be onsite leader of the WW Corporate Staff Functions finance team and partner seamlessly with the counterpart of the Commercial team
* Develops talent and, working with Director Finance, Corporate Staff/COE, develops succession plan for extended department

## Qualifications for finance staff

* Familiarity in use of common financial metrics/tools (Cash flow, NPV, forecasting)
* Knowledge of corporate finance principles including ability to perform business case analysis, financial statement analysis, capital structure analysis
* Ability to quickly learn the specific business area that would be supported (Product Development, Supply Chain, Sales Service and Marketing, Manufacturing)
* Finding and fixing root cause of inconsistencies
* Effective business writer
* Bachelor's degree in a field of study appropriate to the electric utility industry such as Accounting, Finance or Engineering