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# Example of Financial Management Associate Job Description

Our growing company is hiring for a financial management associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for financial management associate

* Ownership and development of existing client relationships, including cultivation of relationships based on referrals from other parts of the UK and global business
* Involvement in the production of scorecards for evaluating sales people and portfolio manager performance
* General understanding of investment structures, mortgage documents, development agreements, partnership agreements, and purchase and sale agreements
* Responsible for the month end, financial reporting and accounting of direct real estate assets
* Review and approve operating budgets for each asset
* Perform financial due diligence for acquisitions by working with various GRA departments, third parties, sellers, JV partners, legal counsel
* Calculate and maintain performance data on investments held
* Special projects regarding assigned portfolio of properties
* Support the Examination Management Team to gather and organize examination documentation provide information to regulatory agencies for submission accurately and timely
* Schedule meetings and organize examination logistics in preparation for and during an examination

## Qualifications for financial management associate

* Microsoft PowerPoint and Excel proficient (Pivot Tables, V-Look Ups, Macros)
* Creative approach to problem solving with a humble, team-oriented and optimistic attitude, curiosity for continuous process improvement and efficiencies
* Prior experience with Finance, Accounting and General Ledger (minimum 2 years)
* Creative self-starter with strong initiative, ability to take ownership and work independently in a team
* Must have a flexible mind-set and be adaptable to changes in procedures, processes, systems
* Bachelors/Graduate degree in a Finance, Accounting, Economics, Math/Statistics or related quantitative/engineering discipline with 7 - 12yrs of experience