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# Example of Financial Management Associate Job Description

Our innovative and 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

* Assist with efforts to engage with CDO and other data partners to align finance on strategic data initiatives
* Gather and organize relevant and up-to-date function's experience, data and track records
* Help disseminate information about the function's track records and market intelligence data, including preparing internal and external marketing materials, brochures and presentations, maintaining communications across the function, participating in orientation and training sessions, maintaining active dialog and communication within China Firm and with Global KM team
* Assist in sharing experiences across the practice and networks on innovative approaches in knowledge sharing, including preparation of statement of qualifications and case studies
* Manage the function's intranet and revamp and align with the standards of China Firm and Global Firm
* Support senior team members in delivery of a range of compliance and advisory services to clients, in addition to developing the technical and operational skill set of junior team members
* Advisory assignments and product structuring
* Completion of investor reporting
* Advice to UK and international clients on structural and transactional tax issues
* Ad hoc advisory projects

## Qualifications for financial management associate

* Five years of consulting experience, preferably in the financial services industry
* Advanced skills with PowerPoint, Word, Excel, Visio, SharePoint, Sharepoint Designer, Jive, TWiki and Buisness Intelligence tools such as Tableau, Cognos, BOXI
* Strong team leader, strategic-minded, self-motivated, attention to details and able to work under pressure
* Candidates with more experience will be considered for Director role
* Flexible on workload needs
* Minimum one (1) year related work experience or internship experience, required