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# Example of Financial Manager Job Description

Our company is growing rapidly and is hiring for a financial manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for financial manager

* Assist in the preparation of quarterly and annual financial and progress reports to the sponsor (DoD)
* Complete checklists to support new subcontracts, master service agreements and task orders
* Manage and update projections across multiple METRC grants and studies and keep updated for accurate financial planning
* Manage the analysis and interpretation of the financial data for executive leadership, including the Dean
* Direct supervision of major account financial staff
* Completes annual performance reviews and establishes goals for Client Accountants and other direct subordinates Oversees completion of performance reviews for all other subordinate financial management employees
* Conducts staff meetings to discuss financial management assignments, issues and related matters x Keeps abreast of latest trends and developments in real estate and financial management
* Assist CIS City Lead in evaluating profitability of assignments
* Provides Group Client Acctg Manager with accountability for multiple large portfolios and financially complex assignments and reporting
* Research, analyze and articulate of variance drivers against monthly, quarterly and annual budget/forecast

## Qualifications for financial manager

* Possess a third level degree plus relevant MCC QFA qualifications
* Excellent organisational skills and strong ability to delegate
* Bilingual (English & French) & Mandarin required
* Four year degree in Business, Accounting or related field required
* Yardi, MRI, or other property management software experience helpful
* Qualification in Quantity Surveying