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# Example of Financial Specialist Job Description

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

## Responsibilities for financial specialist

* Lead business development and project management activities for PNG especially the Financial Inclusion AS projects and the capital market infrastructure development, including but not limited to facilitating meetings, discussions among the project clients and other stakeholders
* Work on WBG project lifecycle processes and documentation and ensure timeliness and quality, measuring and reporting project results within the WBG and to its donor partners
* Ensure the development of and adherence to a solid measurement and evaluation frameworks for the projects in collaboration with results measurement staff
* Provide required input and support in donor funding proposals/initiatives
* Develop effective internal coordination within the Finance & Markets Practice Group and Financial Institutions Group Practice Groups and the PNG country management unit, and other Global practices within WBG and identify collaboration opportunities
* Contribute to developing programmatic work engagements in PNG and other countries in East Asia Pacific region in coordination with Finance & Markets and Financial Institutions Group staff
* Contribute to country diagnostics and assessments, and the development of new project proposals including reviewing relevant technical and budgetary aspects, ensuring quality and considering lessons learned regionally and globally are appropriately taken into account
* Contribute to the Finance & Markets and Financial Institutions Group Global Practice knowledge management initiatives including disseminating projects achievements and lessons learned internally and externally through awareness raising events, training initiatives, and seminars
* Ensure project materials are properly documented and archived, with the objective of building a solid knowledge base for the Global Practice
* Contribute to hiring and supervise consultants to undertake project assignments and deliver high quality results

## Qualifications for financial specialist

* Decision support and cost accounting experience, preferred
* Ability to understand end user needs and to design and develop solutions to meet those needs
* Minimum 1 -2 years’ experience with a dedicated planning system and/or a large scale financial system
* Must be able to sit for prolonged periods to operate computer using VDT and keyboard
* Must be able to drive to affiliates throughout Northern California
* Required Expert Level User in Microsoft Excel and Microsoft Access (as defined by Microsoft, inc. )