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# Example of Financial Support Job Description

Our company is growing rapidly and is hiring for a financial support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for financial support

* Define the needs of the users and provide with recommendations in line with the project objectives
* Act as a point of contact between IT representatives and the Corporate and General Accounting teams
* Perform moderately complex finance functions, including structured analysis
* Understand, apply, and ensure compliance with complex internal policies and external regulations which may require interpretation
* Understand and participate in cross training on core functions in work area or unit
* Perform monthly flash/close activities including balance sheet reconciliations, headcount reporting, variance analysis, monthly management package with variance commentary and key issues highlighted
* Responsible for the planning process for the Sales Force expenses and headcount including Plans/Updates/LRP/LBE
* Coordinate strategic spend/speaker program budget allocations and monitor actuals, develop and upload departmental budgets for Plan/Update
* Prepare ad-hoc analysis and participate on project teams as required
* Provide visionary leadership to motivate and facilitate the provision of overall organizational services with particular emphasis on the financial and support services areas

## Qualifications for financial support

* Maintain strong relationships with Operations users in Japan
* Minimum 5 years working experiences in financial IT area
* Strong written/verbal skills in both English and Japanese
* Strong technical skills in Unix/Linux, SQL (Sybase, DBII or Oracle), Java, Cshell or Perl scripting
* Middle/Back office business and system knowledge in global investment bank
* Experience with production support role in a global investment bank