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# Example of Manager, Contract Management Job Description

Our company is looking to fill the role of manager, contract management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, contract management

* Ensure clients are being offered and understand standard TA services and that anything requested / required outside of this is addressed appropriately
* Ensure prospectus information and any agreed procedures are correctly translated into the operating systems , always checking with relevant SME's and managers whether a given task can or should be supported
* Maintain a good understanding of the TA systems and participate in knowledge shares around existing and new functionality
* Maintain a close working relationship with all areas and locations of Transfer Agency, Fund Accounting, Sales, BPA's,New Business PMO, and Client Services
* Ability to build and maintain relationships with key internal and external stakeholders
* Review and ensure compliance with territory rights authentication requirements, including the verification and supply of necessary documentation required to distribute entertainment content to worldwide clients
* Review and process title bookings for pay-per-view and hotel, residential and new media video-on-demand customers
* Review and ensure compliance with contractual requirement of third party digital partners and facilitate the delivery of digital product in accordance with the release schedule database
* Research availability and clearance of physical assets, including masters, language files and added value elements, for worldwide clients, determine related product costs and facilitate the client’s payment for such costs
* Read and interpret contract data

## Qualifications for manager, contract management

* Analytical review of outputs including
* Commercial awareness, ownership of budgets and explaining variances
* Undergraduate degree or equivalent 5-7 years of accounting/finance experience
* Accounting designation or enrollment in and close to completion (CPA/CA/CMA/CGA/MBA)
* Proven record in change management in an operations environment
* Demonstrate a solid understanding of risk management concepts and specific risk areas impaction an operations environment