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# Example of Manager, Financial Operations Job Description

Our innovative and growing company is looking for a manager, financial operations. 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 manager, financial operations

* Degree qualified, with an undergraduate or higher
* An understanding of the financial advice industry
* Exposure to project methodologies and experience managing cross-functional initiatives
* Strong stakeholder management skills, with the ability to build productive global relationships, internally and externally
* Review and sign-off of BAS calculations, MERs, ABS reporting
* Act as a subject matter expert for accounting related queries and assisting clients with their accounting/tax reporting requirements and queries
* Train, coach and guide team members
* Act as an escalation point for both clients and internal stakeholders to ensure issue resolution
* Represent the financial reporting team on specific projects relating to clients, process improvements, and product development
* Review and sign off tax distributions and tax returns for unit trust clients

## Qualifications for manager, financial operations

* Prior experience in Shared Services and/or Back Office Operations is preferred
* Creative problem solving skills - must be able to derive root case, resolve issues
* Ability to work a flexible schedule as the business cycle would demand
* Minimum 5 years of prior experience required in mortgage banking default or servicing operations
* Servicing system experience
* 5 years of experience in project management for business initiatives or 5 years of experience in project management for financial operations experience