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# Example of Prime Finance Job Description

Our company is searching for experienced candidates for the position of prime finance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for prime finance

* Work with GHSC-PSM IDIQ PMU and GHSC-PSM technical teams to ensure proactive client management
* Collaborate with GHSCO Compliance and the Risk Management Division to identify and mitigate corporate risk
* Lead GHSC-PSM HQ, Country Teams, and SCS staff capacity building on all prime contract requirements and management best practices
* Liaise with GHSC-PSM Risk Management and SCS Compliance teams to clarify questions with USAID and ensure information flow and coordination among PSM and SCS teams on prime contract and compliance issues
* Coordinate with Country Programs leadership and Risk Management to document high-level project implementation practices and trends to ensure consistent application
* Oversee tracking of deliverables and reporting requirements and serve as the primary liaison with GHSC-PSM Operations and Risk Management teams
* Maintain situational awareness of all GHSC-PSM approvals including trends, client preferences, and quality control
* Coordinate with Finance teams on level of effort (LOE) and spending tracking
* Oversee backstopping support to GHSC-PSM Program Operations team, or another designated team, as assigned
* Provide surge capacity support to GHSC-PSM Country Teams, as appropriate

## Qualifications for prime finance

* Current associates with a minimum of 3+ years of work experience required – combination of line management and project experience preferred
* Demonstrated ability to consistently deliver work of a high standard, to tight timelines
* Self-starter able to prioritize key tasks effectively with limited supervision
* Good judgment, maturity and poise to interact with senior management
* Understanding of banking finance, operations, and technology is valued but not required
* Lead the development of numerous Finance initiatives including