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# Example of Production Finance Job Description

Our company is growing rapidly and is looking to fill the role of production finance. 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 production finance

* Develop show (Films, Pilots, Series, Digital long & short form) budgets to accurately reflect estimated net costs in a timely manner
* Monitor production bank accounts as it relates to status, structure, balances
* Perform various special projects and ad hoc analyses as needed for senior management
* Communicating and partnering with the Content Operations team (responsible for title management on site and aspects of Post Production, including Localization) to obtain an understanding of services being procured from our vendors and understanding the status/timeline of delivery of services
* Manage the Adaptive system which includes oversight of future system enhancements, responsibility for routine administration and maintenance
* Partner with producers on internal and external production budgets to facilitate management and early warning of cost over runs and release delays
* Manage monthly and quarterly accounting close process for San Fransisco, Monolith and NetherRealm studios
* Supervise and motivate a team of two mangers
* Responsible for addressing and reporting system issues identified by the territories or the local production team
* Create and circulate budget tops sheets to team

## Qualifications for production finance

* Ten years related business experience
* Production accounting experience and physical production experience preferred
* Strong leadership, teamwork, critical thinking and communication skills
* The ideal candidate will have extensive experience of financial reporting, internal and operational controls, and some exposure to budgeting, forecasting and planning (particularly for overheads)
* SAP/BW/BPC financial system experience preferred
* 3+ years Direct management experience is required, including managing, developing and leading staff in multiple locations, optimizing and re-organizing teams to most effectively meet business needs