



# Example of Accounting Project Manager Job Description

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

## Responsibilities for accounting project manager

- Collect spend data and analysis variances on a monthly basis to understand areas of under/over-spend against budget and coach local PMOs and Controllers in management
- Partner with project managers, the Strategic PMO and Controllers on key reports and budget status
- Develop and enhance the project annual planning process and coordinate with Controllers and the Strategic PMO to update forecasts and other periodic projections
- Review project and business cases to assess, particular in validating financial assumptions, identify areas of improvement and clarification in costing and benefits of individual projects
- Ensure the outcomes of the benefits tracking are used to inform new business cases and that financial assumptions are standardized across the portfolio which aligned with enterprise roadmap and regional strategy
- Embed the new project financial recording processes within Finance across Asia, gaining buy in from teams and providing necessary training where required
- Actively seek and execute opportunities to improve existing project accounting processes through automation or other means
- Plans and executes projects including managing project scope, requirements changes, multiple and competing demands and priorities determining and conveying impact on budget, time and risk using appropriate fact-based metrics / assumptions

- Supports external vendors and third parties (consultants, off-shoring, outsourcing) and manages the relationships at the project level

## Qualifications for accounting project manager

- Qualified accountants with professional membership is preferred
- Proficiency in relevant on PC operations of Word, Excel Macro, VBA, PowerPoint and MS Access is preferred
- Strong organizational, managerial, interpersonal and communication abilities are essential
- Excellent spoken and written English and Chinese (preferable with Mandarin)
- Ability to work independently and making decisions
- Bachelor's degree or professional accounting qualification is required