



Example of Assistant Finance Manager Job Description

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Our innovative and growing company is looking for an assistant finance manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for assistant finance manager

- Prepare and submit regulatory reports
- Manage accounts payable and fixed assets
- Oversee day-to-day accounting and month end routines
- Provide strong support to Cayman management team and Northern Caribbean Finance
- Direct reporting to the Finance Manager and leading a sizable team
- Supervise team members to handle daily accounting operation such as global invoicing, transactions with customers and suppliers
- Handle Treasury functions
- Support and supervise overseas offices relating to month-end closing, accounting policies and procedures and internal control procedures, etc
- Handle month-end financial reporting including preparation and review of monthly financial statements on a timely basis
- Formulate and enhance the financial procedure to cope with the operational needs of the business

Qualifications for assistant finance manager

- Working Knowledge of I-GAAP and US GAAP
- Ability to analyze financial data and prepare concise reports
- ERP Exposure - preferably SAP
- Flexible to multitask on projects

- CPA is a plusFinance