



Example of Assistant Finance Manager Job Description

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Our company is growing rapidly and is looking for an assistant finance manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for assistant finance manager

- Interaction with Statutory/ Internal Auditors
- Bachelor's degree and a minimum of 5 years finance system experience including analysis of business requirements, designing and developing of programs and testing itself
- Experience the integration between FICO and SD/MM
- Technical skill of ABAP is desired
- Ariba & Concur experience would better to have (if possible)
- Strong inter-personal and organization skills and initiative
- Person who has strong sense of responsibility, dedication and Team work
- Help determine staffing requirements, interview, hire and train new employees
- To support overall Finance & Accounting function
- Research, Reporting and filings for Insurance/Reinsurance business with Insurance Regulatory and Development Authority (IRDA) of India

Qualifications for assistant finance manager

- Minimum 6 years accounting experience with 3 years in supervisory level
- Previous working experience at MNC is advantage
- Proactive, result-oriented, independent, detail-minded, hands-on, responsible and able to work under pressure and meet tight schedules

- Review and approval of Group level - monthly Balance Sheet Reconciliations and ensure that open items are resolved in a timely manner