



Example of Circulation Manager Job Description

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Our company is growing rapidly and is looking to fill the role of circulation manager. 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 circulation manager

- Develop and motivate the team under the Circulation Manager's control
- The ability to work under tight deadlines and handle competing demands for service
- The ability to drive change, with a track record of process implementation and improvement
- The ability to consult before making judgments
- Network building skills
- Good communication skills at all level
- Ability to drive change, with a track record of process implementation and improvement
- Clear communicator of views and opinions
- Work with a broad set of colleagues within publishing, marketing and retail to deliver retail trade marketing initiatives
- Work collaboratively with the circulation hub to ensure workload is managed efficiently

Qualifications for circulation manager

- Meet the reporting requirements including preparation and review of year end and half year statutory packs and supplementary schedules and liaise with auditors
- Review the financial and management accounting close process to define

- Implement harmonized processes, reports and systems across EMEA and the Global Circulation businesses
- Ensure data integrity and that financial reporting free of material misstatements
- Partner with the Head of Financial Analysis and Planning to ensure all business events are appropriately reflected in the financial statements
- Improve efficiency of the month end process