

# Example of COE Manager Job Description

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Our innovative and growing company is hiring for a COE 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 COE manager

- Leading change through creative solutions to drive cost effectiveness
- Responsible for planning and forecasting, including the presentation of forecast and budget variance analysis to HR / Legal / and other HQ Executives
- The position will also support the FP&A Director on various HQ Strategic Initiatives within the global functional departments, and other strategic projects as assigned
- Performs the Global HQ and Corp Consolidated G&A Cost model and allocation processes, Consolidating inputs, tracking progress against targets, & performs special projects for Global functions as needed, working directly with senior leadership, including Cost center Portfolio management, Business case review
- Owns the budgeting , forecasting and reporting processes for Corporate G&A functions (HR, Finance, Legal, ) analyzing spend, tracking against targets, supporting functional leaders with financial reporting and special projects
- Owns the Corp ZBB process, including the initial target setting, monthly spend review and deep dives
- You will lead regional CoE team to establish and execute and effective Business Readiness Program
- Supervise and hold accountable an external testing managed service
- Strong Operating system is key enabler for consistent and successful

- Operating system plan links standard framework with process requirements to deliver value to the business

## Qualifications for COE manager

- Ability to connect across cultures/countries
- Continuous process improvement orientation
- Ability to plan and manage projects Finance
- Proficiency in Microsoft Office suite of tools in particular Excel and Powerpoint
- Deep knowledge and experience in talent management, learning and development, diversity & inclusion
- Willingness to be hands-on in getting the work done as needed and able to leverage resources from multiple sources to get the work done