



# Example of Corporate Finance Manager Job Description

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Our company is growing rapidly and is hiring for a corporate 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 corporate finance manager

- Taking responsibility for the engagement profitability - billings and collection
- This is a diverse role and a "can do" attitude is required
- ACA and / or CFA Qualified
- An experienced MS Office user with particular focus on Excel and Powerpoint
- Ambitious and goal driven with a willingness to learn
- Excellent analytical skills and able to execute complex tasks in a timely manner
- Experienced in client facing roles and drive to build relationships with a business development outlook
- Prepare and coordinate closing entries on a monthly basis
- Ensure timely accurate payments of all invoices
- Prepare and present clear month over month and business case to actuals analysis with explanation for all changes in balances

## Qualifications for corporate finance manager

- Roll out of new systems and processes for expense tracking and validation
- Minimum 3–5 years of relevant Financial Planning experience (budgets, forecasts)
- Proven ability in problem-solving, directing/leading and motivating others and working in cross-functional teams projects

- Effective communication skills and able to work in cross functional teams (corporate development, legal, finance and accounting, business units)
- Undergraduate degree from a leading academic institution with demonstrated academic performance