



Example of Finance Operations Associate Job Description

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Our innovative and growing company is hiring for a finance operations associate. 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 finance operations associate

- Generate reports from various sources
- Act as a single point of contact to analyze Business Review Presentations in order to identify any new data quality issues and / or align a potential data quality issue to an existing issue
- Drive the metrics program to greater levels of maturity with a focus on automation of data collection, leveraging existing toolsets
- Maintain metrics reports which can be tailored for a variety of uses to support ad-hoc requests
- Act as a lead facilitator across Global Finance & Risk Operations to log newly identified data quality issues and to provide transparency back to the Finance & Risk Operations team
- Provide support to the CFO, including meeting and calendar management, processing print requests, making travel arrangements, researching and providing guidance to staff on signatory authorities and corporate policies, ensuring that documents needing SVP signature are processed in a timely fashion
- Coordinate staff events including submit catering requests, send Outlook invites to the region, liaise with internal staff on room set-up and confirm set-up, coordinate any required meeting materials, and liaise with external vendors as appropriate for off-site meetings/events, and agenda development and dissemination

workspaces after employees have left, return employee badges, and submit exit check-lists

- Assist with budgeting and forecasting processes including tracking and updating divisional expenditures against approved annual budget, personnel/employee relations spending, and monthly staff reforecasting and variance projections
- Support divisional personnel management and employee transitions including submit draft payroll change forms

Qualifications for finance operations associate

- Requires a strong business analyst to engage in a fast moving and large-scale credit architecture development program
- Knowledge of Credit risk management processes, to manage products under the banking book (Lending, Trade Finance and CASA), and E2E credit risk management operating model
- Agile experience in product backlog management, testing
- Proven track record in the delivery of credit risk technology solutions
- Minimum of 5 years of working experience within an international banking environment, with at least 2 years in a credit-related domain
- A motivated self-starter with ability to multitask but requires minimal supervision to meet challenging targets, embody a `whatever it takes to get the job done attitude