



# Example of Financial Professional Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is looking to fill the role of financial professional. 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 financial professional

- Under the guidance of the Center Director, shaping the structure and content of the competing renewal, coordinating all of the input necessary for the grant -- such as gathering relevant data and statistics, from various faculty members across the multiple cores and sub-cores, for the submission
- Managing the grant's pilot project program (2 rounds of pilot projects per year, typically 5-7 pilot projects per round) and its review process -- this includes soliciting and compiling pilot project reviews, preparing summary sheets for pilot project evaluation, notifying applicants of results, maintaining financial records for each pilot project, and gathering progress reports for each
- Coordinating NIEHS Center executive committee meetings and special events including retreats, external advisory board meetings, colloquia, seminars
- Working directly with Principal Investigator(s) and interfacing with central administrative offices, such as Sponsored Programs Administration (SPA), to ensure that the applications meet all University, School and sponsor requirements
- May be responsible for managing recharge service center finances
- Produce monthly and quarterly financial reporting such as the Financial Tableau de Bord of the Group
- Deliver daily cash forecast analysis of the Group in order to help the Head of Finance managing the utilization of Bank credit lines

- Collect and analyze our affiliates' sources of funding Prepare financial intragroup documentation such as intragroup loan agreements and intragroup current account agreements
- Monitor intragroup current accounts between affiliates and Treasury Department in order to grant the respect of Group policy rules

### **Qualifications for financial professional**

- Understanding of accounting and taxation both local and international
- Basic knowledge in Problem Solving and Issues Resolution
- Basic knowledge in Finance/Accounting/Economics experience
- Diploma, Degree or Professional Degree in Finance/ Accountancy/ Commerce or equivalent
- Candidate must possess a Bachelor's Degree in Accounting, Finance, or IT and at least 3+ years of relevant business experience
- Candidate should have a well-rounded understanding of fundamental file record layout and database principles