



Example of Group Manager Job Description

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Our company is looking for a group 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 group manager

- Prepares monthly consolidation of financial results, including oversea profit in inventory eliminations for Toyota and ensuring revenue eliminations are correctly entered
- Collaborate with FP&A Manager and team of Financial Analysts on budgeting and financial planning process with communication to parent in Japan for monthly forecasting and analysis of major changes
- Researches and/or reviews analysis of unusual entries and/or entries that do not balance for consolidated balance sheet (not P&L)
- Prepares financial reports and/or conducts/analyzes audits or reconciliations
- Exchanges information and resolves sensitive, complex issues with high level management/ professionals from outside organizations
- Provides accounting related advice and counsel to internal employees, mainly Director of Finance
- Conducts special studies and analyzes or develops current accounting methods/practices/procedures and makes recommendations/decisions to change
- Maintains records of financial documents with appropriate supporting material
- Help shape the long-term strategy for machining capability and scope
- Actively improve engagement for every member of the team

Qualifications for group manager

- Strong experience in Process Design and Management, with a proven ability strengthen, streamline and automate operational processes
- In-depth knowledge of products/category
- Fluent in English and Asian language proficiency (any)
- Bachelor's Degree in accounting, finance, or related field from reputable business school
- Three to five years of multi-faceted accounting and business related experience required with previous project management experience preferred