## JOB DESCRIPTION

| **TITLE** | CHIEF FINANCE OFFICER |
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| **Reports To:**  | [INSERT NAME, TITLE]  |

**Job Purpose**

The **Chief Finance Officer (CFO)** is responsible for cash flow tracking and financial planning, as well as analyzing [Organization Name]’s financial strengths and weaknesses and recommending corrective actions.

The CFO takes care of evaluating financial risks and opportunities, as well as supervising and managing lower-level financial managers. They also assist in the establishment and maintenance of financial goals, objectives, and budgets.

This position is a senior executive who is in charge of a company's financial operations. The CFO's role is similar to that of a treasurer or controller in that they are responsible for managing the finance and accounting divisions as well as ensuring that the company's financial reports are accurate and completed on time.

**Duties and Responsibilities**

Overall Responsibilities include but are not limited to:

* Supervising the team in charge of financial reporting and budgeting.
* Coaching, mentoring, and providing leadership development at all levels of the finance organization
* Examining financial reports for cost-cutting opportunities.
* Supervising the preparation of all financial statements, including income statements, balance sheets, shareholder reports, tax returns, and governmental agency reports.
* Comparing sales and profit projections to actual figures.
* Comparing budgeted expenses to actual expenses.
* Overseeing any necessary adjustments to future projections and budgets.
* Examining the planning process and making suggestions for improvements to current methods.
* Analyzing operations to identify areas that need to be reorganized, downsized, or eliminated.
* Coordinates planning with the President and other executives to establish priorities for the planning process.
* Studying and projecting long-term economic trends to have an impact on future sales and market share growth.
* Identifying opportunities for product expansion into new markets.
* Overseeing fund investments and collaborating with investment bankers to raise additional capital for expansion.
* Performing additional related duties.

**Qualifications**

* Bachelor’s degree or post graduate degree in fields such as accounting, investment banking, or financial analysis
* XX years of experience in a senior management position.
* Outstanding financial and accounting background, including knowledge of profit and loss, balance sheet and cash flow management, and general finance and budgeting.
* Keen understanding of regulations that include provisions such as fraud prevention and financial information disclosure.
* Experience with budgeting, public accounting, and cash flow.
* Excellent knowledge of software required to run a modern finance and accounting operation

**Core Competencies**

* Excellent written and oral communication skills
* Strong leadership and management skills
* Ability to think strategically and see the big picture
* Excellent negotiating skills
* Ability to quickly grasp new issues and make sound decisions
* Capability to instill confidence and foster trust
* Ability to work under pressure, effectively plan personal workload, and delegate
* Working ability in a fast-paced environment

**Working Conditions**

* Standard schedule: [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]/flexible hour
* May require overtime or working long hours
* Prolonged periods of working primarily sitting in front of a computer