

# Job Description Template for FINANCE OFFICER

**Job Title:** Finance Officer

**Industry:** [Insert Industry – e.g., BFSI, ITeS, Healthcare, etc.]

**Location:** [Insert Location]

**Salary Range:** [Insert Salary]

**Department:** [Insert Department]

**Work Hour Allocation:** [Insert Details]

## POSITION OVERVIEW

As a Finance Officer, you will be responsible for overseeing financial planning, analysis, budgeting, and compliance. Your key duties include managing financial reports, ensuring accurate records, and supporting strategic decision-making through financial insights.

## ABOUT THE ORGANIZATION

[Insert Industry-Specific Insights] [Customize this section with a company overview: mission, values, and relevance to the target industry such as BFSI, Healthcare, ITeS, etc. Highlight what sets the company apart.]

## Level of Experience / Expertise Requirements

(Use as per requirement)

**Entry Level (0–2 years):** Financial reporting support, budget tracking, and expense documentation.

**Mid-Level (3–5 years):** Budget preparation, variance analysis, and regulatory compliance.

**Senior Level (6+ years):** Financial strategy development, audit leadership, and executive reporting.

## JOB PROFILE SPECIFIC QUALIFICATION

**(Add more if required)**

- Bachelor's/Master's degree in Finance, Accounting, or Economics
- Knowledge of financial regulations and compliance standards
- Experience with financial software and ERP systems

## ROLES AND RESPONSIBILITIES

**(Use as per level of expertise you require)**

- Maintain accurate financial records and ledgers (Entry Level)
- Process invoices and manage vendor payments (Entry Level)
- Assist in the preparation of monthly and annual financial reports (Mid-Level)
- Support budgeting and forecasting activities (Mid-Level)
- Ensure compliance with statutory and regulatory requirements (Mid-Level)
- Coordinate with auditors and manage documentation (Senior Level)
- Monitor financial transactions and reconcile discrepancies (Senior Level)
- Implement financial controls and reporting enhancements (Senior Level)

## Skills Required (Technical + Behavioral):

- Strong analytical and problem-solving skills
- Proficiency in MS Excel and financial software tools
- Knowledge of tax regulations and budgeting processes
- Communication and presentation skills
- Integrity, attention to detail, and time management

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