

Financial Administrator Interview Questions And Answers Guide.



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Financial Administrator Job Interview Preparation Guide.

Question # 1

Tell me have you ever had a serious conflict with another team member? How did you resolve it?

Answer:-

At one time, I had a fairly substantial disagreement with another member of the organizational team. We had conflicting views about whether a certain investment would further our company's financial goals and whether it was consistent with our long-term organizational mission. I listened carefully to her arguments and, in turn, conducted further research to determine whether my initial position was strongly supported. Eventually, we were able to reach a compromise and agree on a course of action that we could both support as being best for the company.

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Question # 2

Tell me suppose if you knew that things at your company were rocky, why didn't you get out of the company sooner?

Answer:-

I was working so hard to keep my job while everyone around me was being cut that I didn't have any time left over to look for another job. With all of the mergers that have been happening in our field, layoffs are a way of life. At least I gave it my best shot!

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Question # 3

We notice that you interned at a small investment banking boutique. Did you pursue a full-time job offer with them? What happened?

Answer:-

Yes, I did very well at my internship, and I had originally assumed that I would come on staff once I graduated from college. However, BB&L drastically cut back the number of new hires they were planning. As fate would have it, they will not be hiring any of the interns they had last summer. I love working at BB&L, and I brought some references with me today to show you that my job performance there was stellar. Still, in some ways, I consider this new turn of events to be a lucky break for me, believe it or not.

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Question # 4

Tell us how many hours a week do you usually work, and why?

Answer:-

I work pretty long hours most of the time. With the extra time, I try to find ways to "add value" to each assignment, both my own and the firm's. When our clients read our reports, I want them to think that no one else could have possibly written them, except for our company.

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Question # 5

Tell me did you ever make a mistake that cost your company money?

Answer:-

I suppose that asking for name-brand vodka at the Christmas party, instead of the generic swill that they normally serve, doesn't count, right? No, really honestly, I'm delighted to report that I never made a mistake that cost my company money.

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Question # 6

Please can you describe your dream job?

Answer:-

This is my dream job and that's why I approached you about it in the first place. I am excited about the prospect of helping your promotion agency upgrade and fine tune your loyalty programs.

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Question # 7

Tell us what hurdles or obstacles have you overcome?

Answer:-

Posing this question will help you key into your finance candidate's ability to overcome adversity or challenges throughout their career. If you're particularly interested in a piece of information on their resume, like a layoff, ask them directly about how they overcame that situation.

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Question # 8

Tell us what other industries are you looking into?

Answer:-

Are your candidates really interested in the finance industry, or are they just exploring their options? Passion for finance is essential to staying afloat in this industry.

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Question # 9

Tell us how do you go about persuading others to your point of view?

Answer:-

Finance professionals regularly have to persuade and influence people to accept their services, their expertise and their advice. Determining needs, selecting the most suitable approach and deciding on the right interpersonal style are all factors in successfully influencing others.

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Question # 10

Tell us how can you add real value to this organization?

Answer:-

Your interview answer should showcase your comprehensive research and knowledge of the company and how well you understand its achievements, its goals and the challenges it faces. Provide examples of the skills and ideas you bring that would result in a contribution to profits and growth.

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Question # 11

Tell me about a time when you improved your company's organizational framework?

Answer:-

As a financial service operations manager, I was responsible for several departments, including finance, accounting and fundraising. I worked to eliminate inefficiencies in communications and record-keeping between departments by acting as a liaison with other departments, such as IT and Human Resources, in order to maintain accurate and consistently updated records throughout. I worked with IT to create a streamlined database that was able to cross reference with the company's other internal systems while maintaining appropriate security protocols. As a result, I discovered and was able to eliminate several sources of systemic redundancy and inefficiency.

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Question # 12

Please tell me will you be out to take my job?

Answer:-

Maybe in about twenty years, but by then, I suspect you'll be running the entire company and will need a good, loyal lieutenant to help you manage this department!

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Question # 13

Tell us why did you take so much time off from work, and why do you wish to get a job now?

Answer:-

When I first had the twins, my husband was working 24/7, and I really needed to be there to raise the kids. But during that time, I really missed working. Fortunately, I kept my hand in the business during those years by consulting for several of my ex-clients.

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Question # 14

Tell us what are the biggest challenges and opportunities that the finance professional faces today?

Answer:-

Highlight your awareness and insight into the current economic situation and the state of the financial sector including regulatory changes, reputation issues, availability of credit, cost reduction and recent industry innovations among others.

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Question # 15

Please explain about your approach to team work. How have you had to adapt to work effectively as part of a team?

Answer:-

Finance interview questions about team work look at your ability to build relationships and contribute to team success. Your ability to work successfully with other people in the finance business is essential. Show how you have assessed each team member and selected the best approach for their particular needs. Adaptability is key to success.



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Question # 16

Tell us what do you know about our company, our competition, and our industry as a whole?

Answer:-

Asking your candidates to sum up your company and their industry knowledge will give you insight into how much homework they did prior to the interview. Candidates who "blank" on this question may be unfamiliar with your company and the finance industry as a whole, and applying to this role on a whim. You don't want an employee who lacks the ability or desire to research.

Better interview questions are a key component in landing better finance hires. Carefully track their body language and reactions to the questions you present, as these are also effective indicators. Remember, you want a candidate who is truly passionate about the opportunity and not just trying to "win the job." Always read between the lines.

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Question # 17

Tell us what are a couple of the most courageous actions or unpopular stands that you have ever taken?

Answer:-

I used to work for a boss who managed four offices making his time ultra-limited ... he eventually called me one day, and begged me to review their work "unofficially." But there had been a long history in my office of people who would "act like the boss," sans any official title, only to be "beheaded" a few months later for overstepping their bounds.

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Question # 18

Tell me would you rather get permission from your boss before undertaking a brand-new project, or be given enough rope to "hang yourself"?

Answer:-

During my first week on the job, I would ask my boss how she would prefer me to handle projects. If she indicated that she wanted a take-charge person under her, I would take the ropes. If she told me she wanted me to run ideas by her first, I would comply. I think the real challenge is being able to adapt to your work environment, and I'm flexible.

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Question # 19

Explain what would you do if you really wanted to hire a woman under you, and you knew the perfect candidate, but your boss really wanted to hire a man for the job?

Answer:-

I'd recommend that we perform an on-site "test," by hiring both candidates on a freelance basis for two weeks each.

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Question # 20

As you know I see from your resume that you worked at CC&L for four years, and that's terrific. But I also noticed that you weren't promoted during that time. Why not?

Answer:-

CC&L is a great company, and thanks in part to my team's contributions, they are doing very well these days. But that wasn't always the case.

During the first two years that I worked there, people were being fired left and right, and just hanging onto my job was a feat.

Once the company began to turn around, [my boss] was offered a terrific job at a rival organization and it took CC&L six months to replace him, and when they did, the new boss was eager to bring in his own people. Once again, I tenaciously hung on to my job, and, even though I was long overdue for a promotion, I really didn't think that the timing was right for me to broach it. No one from the old staff was there to even vouch for my performance!

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Question # 21

Tell me as a financial services operations manager, you have supervisory authority over many employees. Do you find you are able to delegate significant portions of your workload?

Answer:-

As someone in a leadership position, I find that wise and efficient delegation is the best way to get the job done. I have confidence in my team members and believe that they have the expertise and good judgment needed to perform. In my position, I frequently need to rely on information generated by others and to collaborate with team members. When a leader is unable to delegate, other team members are discouraged from showing initiative and the leader ends up taking on an unrealistic workload, which inevitably leads to mistakes and systemic dysfunction. I consider my ability to delegate and utilize the strengths of my team members to be one of my greatest assets as a leader.

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Question # 22

So are you telling me that, now that you're forty-something, you would be willing to start at an entry-level position just to get your foot in the door here?

Answer:-

Sometimes you need to take a step backward to move your career forward. Starting in an entry-level role would allow me to learn your business from the ground up. The career that I've been in is so different than yours that I would love the opportunity to start over again in your field. The salary cut will be well worth it.

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Question # 23

Tell me an example of the most difficult political situation that you've dealt with on a job?

Answer:-

I was hired by a woman who was on her way out. She asked me to be her "fall guy" on a number of assignments. I just learned to drop the assignments off with my boss on the day that they were due, and when the managers would ring me up, I would recommend that they simply follow up with her. This kept me out of hot water with my boss and with her superiors.

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Question # 24

Tell us about a time when you successfully dealt with a difficult and demanding client?

Answer:-

Here the employer is exploring your resilience and ability to persist in the face of a challenge. Setbacks and difficult clients are part of the financial business and you need to demonstrate your ability to deal with this. Provide an example that clearly shows your determination and the interpersonal skills used to reach a positive outcome.

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Question # 25

Explain me some ways in which you have worked with other departments to achieve financial goals?

Answer:-

One department that I often work closely with is the legal team. Making decisions that affect the business and financial operations side of our company often involves questions of legal expertise. Many business decisions fall into this category. Questions of taxation, licensing, copyrights, antitrust statutes and corporate structure often need the input of both finance experts and legal professionals. In turn, the legal department often needs further clarification in respect to the operations of particular financial instruments. By collaborating with the legal department, I minimize the risk of legal repercussions from future business and financial decisions while helping the legal team provide comprehensive and accurate legal advice.

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Question # 26

As you know our clients feel more comfortable with ethnic writers. So, while I would love to recommend you for the position, I'm worried that our clients will feel uneasy about us hiring you?

Answer:-

I sincerely believe that being a great writer requires one major skill beyond being able to string sentences together, and that quality is empathy. I think that, rather than looking at my skin colour, your company needs to consider whether or not I can empathize with our target market, and the answer is certainly yes.

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Question # 27

Explain me what do you view as your risks and disadvantages with the position we are interviewing you for?

Answer:-

I think that with the home office located halfway across the globe, there is a very small risk that one might not have the chance to interact with the key decision makers as often as might be ideal. On the other hand, teleconferencing, email, faxing, and having a 24/7 work ethic will go a long way towards bridging the gap.

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Question # 28

As you know we love women at this company, but our clients are Chinese and so we were thinking of hiring a man for this particular job?

Answer:-

Why is that, exactly? It seems to me that I am probably more qualified to handle this position than anyone, man or woman.

My father's career as a diplomat took our family around the world seven times, and I even spent my junior year abroad in the Far East. I would need far less training than an American man who grew up here and has never worked outside our borders.

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Question # 29

Explain me what if you work here for five years and don't get promoted? Many of our employees don't. Won't you find it frustrating?

Answer:-

I consider myself ambitious, but I'm also practical. As long as I am continuing to learn and grow within my position, I'll be a happy camper. Different companies promote people at different rates, and I'm pretty confident that working for you will keep me motivated and mentally stimulated for several years to come.

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Question # 30

Suppose what if you worked with someone who managed to 'take credit' for all your great ideas. How would you handle it?

Answer:-

First, I would try to credit her publicly with the ideas that were hers. Sometimes, by being generous with credit, it spurs the other person to "return the favour."

If that doesn't solve it, I'd try to work out an arrangement where we each agreed to present the ideas that were our own to our bosses. If that doesn't work, I would openly discuss the situation with her.

However, if the person taking credit for my ideas was my boss, I would tread cautiously. To some extent, I believe that my job is to make my superiors shine. If I were being rewarded for my ideas with raises and promotions, I would be happy.



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Question # 31

Top Behavioral Financial Administrator Job Interview Questions:

Answer:-

- * Tell me about a time your advice to senior management resulted in higher profits/revenues
- * Recall a time you had to prepare a financial report with a very tight deadline. How did you manage?
- * Give me an example of a time you solved a problem to ensure goals were met
- * Describe a time where you showed initiative regarding a financial matter
- * Have you ever disagreed with upper management? How did you handle it?
- * Tell me about a time when your knowledge of financial regulations benefited your company
- * Can you give me an example where you improved the quality/timeliness of the financial information?
- * What experience do you have in team leadership? How would you describe your leadership style and how has it contributed to the success of the project/department? Talk through how you impacted the careers of the staff you mentored
- * Give an example of a time when you had a difficult person to manage and how you handled the situation
- * How many performance evaluations have you conducted in the last 12 months? How did your reports fare and what was your contribution to their performance? What could you have done better? Did you expand the team?

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Question # 32

Operational and Situational Financial Administrator Job Interview Questions:

Answer:-

- * Imagine upper management asks you to tell them whether the company should continue offering a product/service. How would you go about it?
- * When you have to deal with multiple priorities, how do you manage?
- * If one of your subordinates made an error, how would you handle it?
- * Imagine there's a conflict between two accountants you supervise. How do you resolve it?
- * If we bought new equipment, how would the financial statements change?
- * How would you help staff change from a "this is how it's always done" approach to new processes you implement?

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Question # 33

Role-specific Financial Administrator Job Interview Questions:

Answer:-

- * What kind of financial reports does upper management need and why?
- * What methods/metrics do you use to evaluate the organization's progress?
- * What are key elements to look at when evaluating the company's investments?
- * Is a cash flow statement enough to tell whether a company is doing well?
- * How do you calculate and interpret ROI?
- * What's your experience with benchmarking studies?
- * Are you familiar with Oracle?
- * How do you reward innovation, initiative, teamwork?

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Question # 34

Tell me suppose if you were running a company that produces X and the market was tanking for that product, what would you do?

Answer:-

I would search for new markets for the product while I spurred the engineers to change the product to make it more marketable to its original core audience.

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Question # 35

Please explain me what is your biggest weakness that's really a weakness, and not a secret strength?

Answer:-

I am extremely impatient. I expect my employees to prove themselves on the very first assignment. If they fail, my tendency is to stop delegating to them and start doing everything myself.

To compensate for my own weakness, however, I have started to really prep my people on exactly what will be expected of them.

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Question # 36

Where do you see yourself in five years as Financial Administrator?

Answer:-

It's important to understand whether your finance candidate's career path is aligned with the position to which they are applying. Bringing on a candidate who's just looking for a "here and now" type of position won't do you any favors in terms of a long-term hire. Watch out for cookie cutter answers that end up sounding more like wishful thinking than actual long-term plans.

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Question # 37

Tell me does a company need B players? Or is it better off only having A players on staff, and why.?



Answer:-

I believe that a company needs both A and B players. When you're pitching new business, you want the A players on the front line. But behind the A players, you need the B players who can hammer out the details of the projects and stick with them on a day-to-day basis. Having too many A players on the team leads to ego clashes and a disorganized, anarchical way of doing business.

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Question # 38

Tell us you have changed careers before. Why should I let you experiment on my nickel?

Answer:-

As a career-changer, I believe that I'm a better employee because I've gained a lot of diverse skills from moving around. These skills help me solve problems creatively.

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Question # 39

Tell us how aware are you of internal politics that may affect your performance?

Answer:-

I'm sensitive to internal politics and respect authority figures. But I also do my best to never become embroiled in office politics. At my level, I consider this to be a wise course of action. I like people and can pretty much work with anyone. So I concentrate on doing my job, listening to directions, surpassing expectations, and leaving the internal political battles to the politicians.

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Question # 40

Explain me a tough financial analysis problem you faced recently?

Answer:-

Your ability to identify key issues and detect problems from relevant information is key in your answer. Your skill in breaking down, organizing and analyzing information is under the spotlight with this interview question.

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Question # 41

Tell us what can you bring to this role that you're certain other applicants can't?

Answer:-

Get to the bottom of why this finance candidate truly deserves your attention. It could be their precise role-related experience, achievements within the industry, or even their unique personality. This question is also important for testing your candidate's level of confidence - is it too much or just right?

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Question # 42

Explain about a recent high stress situation you were in. How did you manage it?

Answer:-

Finance jobs demand the ability to work well under pressure. The interviewer wants to know whether you are able to perform under stress and cope with difficult situations. Show that you can stay calm and are able to plan to reduce stress.

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Question # 43

Please explain what steps do you take to ensure an optimal budget?

Answer:-

I work with others in my company's leadership team to outline the company's financial and business goals, both for the coming year and in the long term. I base my budget on these goals as well as on the company's current financial situation and projections for short- and long-term expenditures and revenues. A large part of coming up with a suitable budget is working with all departments in order to have comprehensive and accurate information.

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Question # 44

What was the worst class you had in college?

Answer:-

What would that professor say about you? These two questions will allow you to dig deeper into the potential weaknesses and challenges of your finance candidates. You'll also be able to take a closer look at how well they handled this situation. While they may have hated their creative writing class, would their professor say they put their best foot forward in spite of it all?

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Question # 45

Tell us what are your strengths and weaknesses as a finance professional?

Answer:-

Provide an interview answer that demonstrates your self awareness and insight. Use the list of strengths and weaknesses to help formulate your answer.

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Question # 46

Please tell us what would previous coworkers and managers say about you?

Answer:-

Zeroing in on how others perceive your interviewee is essential to finding out whether they're a match for the position and your company as a whole. Jot down what your candidate shares with you and follow-up with their references to see if the descriptions match.

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Question # 47

Explain me what has been a major achievement in your working career?

Answer:-

Discuss a relevant achievement, the challenges you faced in getting there and what made you successful. Discuss why it was important to you, making the reasons relevant to the finance job you are interviewing for. Emphasize how your achievement can be translated into success in this position. Find sample answers to this interview question at employer interview questions

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Question # 48

Explain me when do you think you'll peak in your career?

Answer:-

I come from a long line of healthy, hardy, mentally active types, and so I confess that I never even think about "peaking" in my career. That having been said, I do think it's important to have some self-knowledge, and to recognize when one is past one's prime.

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Question # 49

In your resume, it looks like you were fired twice. How did that make you feel?

Answer:-

After I recuperated from the shock both times, it made me feel stronger. It's true that I was fired twice, but I managed to bounce back both times and land jobs that gave me more responsibility, paid me more money, and were at better firms.

The morale here is very high. I've been exposed to the "seamy underbelly" of this business, but I'm still passionate about working in it.

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Question # 50

Tell us are you willing to relocate?

Answer:-

This should be a no-brainer for candidates who are truly passionate about the role. Any hesitation in answering this question should lead you to question them further.

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Question # 51

Tell us are you willing to work all hours?

Answer:-

Depending on the available position and the company culture, it may be necessary for your potential finance hire to work late to ensure their responsibilities are completed. Their answer to this question will reveal if they're dedicated and passionate about the role.

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Question # 52

Tell us an example of a win win situation you negotiated?

Answer:-

This financial interview question explores your ability to communicate information or alternatives in a manner that gains agreement and acceptance. Show how you are able to look at the position of others, present alternatives and reach an agreement that is positive for all parties.

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Question # 53

Do you play sports?

Answer:-

If a competitive spirit is crucial for thriving in the role you're interviewing for, this question will do the trick. Playing sports, whether currently or previously, is a great way to determine whether your finance candidates have a competitive nature.

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Question # 54

Tell us is it more important to be lucky or skillful?

Answer:-

I think that it's more important to be lucky, although being very skilled can help to create more opportunities. Certainly, [at my former job, my boss'] confidence in me inspired the decision makers at our firm to trust that I could do the job. But clearly, I also happened to be in the right place at the right time.



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Question # 55

Tell us are you better at "managing up" or "managing down"?

Answer:-

If you aren't good at "managing up," you rarely get the opportunity to "manage down." Fortunately, I've always been quite good at self-management. I've never had a deadline that I didn't meet.

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Question # 56

Tell us under what circumstances have you found it acceptable to break confidence?

Answer:-

When the person doing the confiding has shared the fact that she was doing something unethical - and if I felt that I might be able to stop her behavior by telling someone else about it.

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Question # 57

Tell me if you could only pick one, what stock would you pick and why?

Answer:-

This is one of the few industry-specific questions that will give you a better sense of your candidate. Are they a risk-taker, or do they play it safe?

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Question # 58

Explain me do you consider yourself a leader?

Answer:-

Oh, yes, absolutely. I have all of the leadership qualities. I'm extroverted, but I also happen to be a terrific listener. I consider myself a "big idea" person, but I can also be hard-nosed and practical when necessary.

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Question # 59

What is your greatest achievement as Financial Administrator?

Answer:-

For some finance candidates, the answer may be related to a specific project they undertook or an award they received. If they don't share insightful details about why they feel this was their greatest achievement, be sure to question further. Ask yourself: Is this relevant to the role they're interviewing for?

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Question # 60

What motivates you in your job as Financial Administrator?

Answer:-

Finance interview questions that examine your motivation are designed to assess whether you will be a good motivational fit with the job opportunity and the company. Make your motivation relevant to what the finance job provides. Most finance positions require self-motivated people whose motivators include managing a challenge, getting the required results, achievement and recognition.

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Question # 61

What motivates you as Financial Administrator?

Answer:-

This is your chance to detect what drives your finance candidates. Dig further to find out whether it's about the money or the finance industry itself. Keep in mind, the desire to make money doesn't necessarily equate to a sufficient drive to succeed or real passion for the business. It often comes with limitations.

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