

Finance Manager

Job Description and Candidate Assessment Guide

Company	NodeMeta
Position	Finance Manager
Department	Finance and Operations
Work Model	Remote or hybrid, depending on candidate location and company needs
Assessment	30-minute online Q&A assessment: 10 role-specific questions on the company website

Company Overview

NodeMeta is a Web3 company building blockchain-based products, digital-asset experiences, and decentralized infrastructure for users, communities, and businesses. The company focuses on practical Web3 adoption across areas such as digital ownership, marketplace experiences, DeFi-related features, community growth, and transparent on-chain participation.

Role Summary

The Finance Manager will help NodeMeta manage financial planning, reporting, budgeting, cash-flow tracking, and operational finance controls. This role supports leadership with clear financial visibility and practical recommendations for responsible business growth. The ideal candidate is accurate, organized, trustworthy, and comfortable working with both traditional business finance and Web3-related operational considerations.

Key Responsibilities

- Prepare budgets, financial summaries, cash-flow reports, and monthly management reports.
- Track operating expenses, vendor payments, contractor costs, payroll-related items, and project-level budgets.
- Support forecasting, runway planning, cost-control decisions, and financial risk identification.
- Maintain organized records for invoices, payments, contracts, receipts, and financial documentation.
- Coordinate with accountants, legal advisors, payment providers, and internal leadership when needed.
- Review financial processes and recommend improvements for approval workflows, reporting accuracy, and internal controls.
- Support finance-related planning for Web3 initiatives, including token-related business considerations where relevant and legally reviewed.

Required Skills

- Strong understanding of budgeting, reporting, bookkeeping principles, cash-flow management, and financial control processes.
- Ability to analyze simple and complex financial data and explain risks clearly to leadership.

- Experience using spreadsheets and finance tools such as Excel, Google Sheets, QuickBooks, Xero, or similar platforms.
- High attention to detail, confidentiality, and accuracy in financial records.
- Ability to communicate financial information in clear business language.
- Understanding of startup finance, remote contractor payments, and digital-business operations is preferred.
- Basic familiarity with Web3, crypto payments, digital assets, or blockchain business models is helpful but not required unless stated for a specific project.

Education and Experience

- 3+ years of experience in finance, accounting, financial operations, business operations, or a related role.
- Experience in startups, technology companies, fintech, Web3, gaming, or international remote teams is preferred.
- Bachelor's degree in finance, accounting, economics, business, or a related field is preferred.
- Relevant certifications or strong practical finance experience may be considered in place of a formal degree.

30-Minute Online Q&A Assessment

- All shortlisted candidates complete a 30-minute online Q&A assessment through the NodeMeta company website.
- The assessment contains 10 role-specific questions and is completed independently by the candidate.
- No NodeMeta team member joins the assessment in real time; it is not a live call.
- The assessment is timed, browser-based, and designed to evaluate practical judgment, role knowledge, and written communication.
- After submission, NodeMeta reviews the candidate's answers and decides whether to invite the candidate to the next interview stage.

Note: This assessment is part of the screening process. It is not a live interview and does not require a team member to be present during the candidate session.

Assessment Evaluation Criteria

- Accuracy and ability to identify financial risks quickly.
- Practical understanding of cash flow, budgeting, and controls.
- Clarity of written explanation and financial judgment.
- Attention to detail and ability to prioritize urgent finance issues.
- Professional maturity and confidentiality awareness.

Hiring Process

1. Application and profile review
2. 30-minute online Q&A assessment on the NodeMeta careers website: 10 role-specific questions, completed independently without a live interviewer
3. Internal review of assessment answers and portfolio, work samples, or relevant background

4. Role interview with the hiring team for shortlisted candidates
5. Final discussion covering expectations, availability, compensation, start date, and collaboration model

Working Model

This role may be remote or hybrid depending on the candidate's location and the company's operating needs. The position requires clear communication, reliable delivery, and comfort working with distributed teams across time zones.

Candidate Success Profile

- Can create clear financial visibility for leadership.
- Finds risks early and suggests practical controls.
- Works carefully with confidential information.
- Communicates finance topics in simple, useful language.

Equal Opportunity Statement

NodeMeta welcomes candidates from different backgrounds, locations, and professional paths. Candidates are evaluated based on relevant skills, practical judgment, communication, experience, and alignment with the role requirements.

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