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# Example of Analyst, Finance Job Description

Our company is looking for an analyst, finance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, finance

* Maintain strong working relationships with the commercial sales, marketing and legal teams
* Support the Finance Manager to prepare annual budgets and quarterly forecasts for revenue and costs
* Timely and accurate maintenance of all procedure documentation and reporting
* Manage the VAT review process on a quarterly basis and providing information to the Tax team for UK VAT return purposes
* Work alongside the Advertising/marketing team to provide value added analysis on a monthly basis calculating and posting cost accruals and prepayments
* Ad-hoc data analysis and reporting as required by the Global Commercial Finance team
* Engage with the Business to understand their reporting needs
* Working with Operations to incorporate key operation data and KPIs and agree the process for data collection and verification with the technical team
* Coordinate, consolidate and analyse monthly business performance
* Creating bespoke reports to help business teams across the divisions manage their portfolio

## Qualifications for analyst, finance

* Enrolment in an accounting designation (CMA or CGA)
* Bachelors degree in Finance or Accounting and 2-4 years experience
* Previous financial forecast/budgeting experience essential
* Experience in developing & maintaining performance tracking systems preferred
* Working knowledge of the Bank’s financial systems (FID, FC/FMS, ) an asset
* University degree in Business, Finance or a numerate discipline is preferred