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# Example of Business Finance Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of business finance analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business finance analyst

* Proficiency with Excel, and familiarity with a CRM like Salesforce.com is required
* Coordinate with Program/Project Managers to ensure project timelines are met
* Provide information as needed to the Program/Project Manager
* Review cost estimates from internal and external development teams for validity and challenge where appropriate
* Document processes and solutions, FAQs and procedures that can be utilized by the business
* Responsible for the process, information and data work stream on the project, including the interface with the business on major projects and leading on this for small to medium projects
* Leading the business through the process of scripts and preparation of training material and subsequent knowledge transfer into the business
* Defining process requirements
* Dissects high-level information into details and can communicate details in a manner understood by relevant audiences
* Collaborate with Product Owner/Team Lead/Architect/ Developers for successful execution of the project

## Qualifications for business finance analyst

* Broad knowledge of Risk Management, Limit Management and Credit Exposure monitoring and reporting, Loans processing applications and ideally of Trade Finance processing (Letters of Credit, Bank Guarantees, Supply Chain Finance)
* Communicate business requirements to both business and IT personnel
* Support business case details required to secure capital funding requests
* Participate in solution and design sessions
* Define and coordinate user acceptance testing
* Monitor project timelines and scope to communicate status and escalate areas of concern