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# Example of Business Planning Manager Job Description

Our company is looking for a business planning manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for business planning manager

* Coordinate and support Executive Partner conferences and events
* Manages complex, time- sensitive market research projects and synthesizes data and information to identify relevant trends and next steps
* The Manager Demand Planning – Business Partner owns the forecast that is driving the supply plan
* Serve as the key business planner working directly with CTO leadership team, our Finance and HR business representatives, key operational and other internal stakeholders to provide business decision support
* Develop and monitor metrics to measure the effectiveness of CTO business strategy and suggest necessary changes that form the core for subsequent annual business planning and strategic planning
* Work collaboratively with various business units to understand the drivers of their businesses and workflows and build/maintain a dynamic driver-based tool
* Train executives how to use the dashboards and discuss improvements, as needed
* Engage in other related value creating initiatives to transform budgeting or MRP processes
* Identify and define the required data sources to provide the bookings forecast, to include
* Construct models to improve the forecast and analysis

## Qualifications for business planning manager

* Must have strong work ethic and ability to work beyond business hours as needed to complete tasks
* You will be responsible to complete all SOX work timely with signoffs and documentation
* You must have strong analytic, organizational, and problem solving skills
* You are expected to be able to prepare, analyze, and interpret complex financial reports
* You must have good knowledge of accounting principles and procedures and to be able to prioritize and organize effectively
* Proficiency using Microsoft systems