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# Example of Corporate Financial Planning & Analysis Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of corporate financial planning & analysis. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for corporate financial planning & analysis

* Lead the capital request approval process for all non-retail projects
* Leads the capital committee process from managing the agenda to reviewing and creating the final capital package and finally running the monthly capital committee meeting
* Develops innovative approaches to complex problems and situations brought to you by various business units and finance teams
* Performs a wide array of ad-hoc analysis ranging in scope and complexity to support the enterprise level business and financial decisions
* Owns the Corporation’s Financial Planning process, both operationally and strategically
* Monitors the external landscape, including macro-economy and competitive performance, while integrating into our planning and decision making rhythm
* Responsible for the high level reporting and analytics of total company G&A involving forecasting, annual planning and strategic plan
* Support timely and accurate forecasting and budgeting for cost center managers and senior management
* Compile monthly reporting and ad-hoc reporting requests
* Assist with monthly close process – reconciling headcount, preparing accruals, monitoring actuals

## Qualifications for corporate financial planning & analysis

* Oversees the monthly results process, working closely with the cost center owners and accounting to ensure results are in line with expectations and GAAP
* Analyze LOB business models, earnings sensitivities, and strategic initiatives to enable better understanding of individual LOB financial results within the Firmwide P&A team
* Experience in business case modeling
* Executive level communication and presentation ability is required
* Very organized, good time management
* Financial analysis job functions, including budgeting, forecasting, planning and financial reporting (5+ years)