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# Example of Finance & Accounting Analyst Job Description

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

## Responsibilities for finance & accounting analyst

* Preparation of financial budgeting, forecasting and all required financial reporting on a monthly, quarterly, and annual basis, while performing variance analysis between forecast and actuals
* Work with Group finance and project teams to develop, administer, and implement process improvements in financial analysis, annual operating plan development, and forecasting, consolidating, analyzing, reviewing and reporting on all financial matters
* Perform all the daily accounting functions for multiple funds
* Assist in all aspects of preparing quarterly and audited annual reports
* Assist in reviewing capital statements and quarterly investment letters
* Prepare capital drawdowns
* Prepare distributions and income waterfall calculations
* Assist in onboarding of new funds
* Prepare management fee calculations and billing statements
* Monitor the usage of credit facilities

## Qualifications for finance & accounting analyst

* Ability to prioritize deliverables and meet pressing deadlines
* Ensuring that daily and monthly procedures documents are maintained and kept current
* Various one-off projects requested
* Education Requirements – University undergraduate degree in any of the following
* Understanding of the various fixed income products employed by the businesses supported (including bonds, repos, swaps, futures, mmkt products), the markets and currencies that the businesses trade in, applicable settlement/confirmation processes, and complex mark-to-market and accrual accounting concepts used
* Beneficial to have any knowledge of the various source systems employed by the businesses supported (including one, or several of, FIS, DSTS, Calypso, Bloomberg, Summit, PeopleSoft, IDAPS)