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# Example of Finance Operations Analyst Job Description

Our company is searching for experienced candidates for the position of finance operations analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for finance operations analyst

* Prepare Quarterly Business Review and Board of Directors meeting materials for SVP, Manufacturing
* Ensure finance policies and proper accounting rules are being followed consistently and SOX-compliant in all areas of responsibility
* Assist in all other ad hoc requests which require financial modeling, scenario analysis and simulations
* Take ownership of establishing and maintaing accounting policies and controls, fical controls and preparing financial reports
* Fast-paced and changing market / environment demanding an agile and dynamic approach
* Lead on safeguarding the organisations assets
* Maintain accounting and financial records and reports, including general ledger, financial statements, regulatory and management reports
* Prepare and distributes periodic financial statements for users other than those directly employed by the organisation
* Prepares consolidation journal entries, eliminates intercompany transactions, and consolidated divisional and subsidiary financial accounts on a timely and accurate basis for inclusion in internal and external financial statements
* Single point of contact for Business users in order to resolve any issues/queries during the working timetable

## Qualifications for finance operations analyst

* Takes initiative in an autonomous environment
* Analytical approach to problem solving and decision making, with an absolute attention to detail
* Willingness to accept challenging assignments
* Qualified Accountant with demonstrable experience in management accounting role
* Understanding of Capex and project accounting
* Ability to effectively partner senior Technology Operations leadership team