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# Example of Financial Planning Analysis Job Description

Our growing company is looking for a financial planning analysis. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for financial planning analysis

* Update existing training materials and PowerPoint presentations as needed
* Prepare and maintain recurring source files, primarily in Excel with HFM Smart View functionality, which are leveraged for analysis of results and are the basis of senior management reporting
* Develop and maintain effective working relationships with UK FP&A counterparts, Recorded Music finance teams globally, Shared Services Accounting, Consolidations, External Reporting, Investor Relations and other key financial team members
* Support Sarbanes-Oxley requirements including writing/updating procedures and testing
* Liaison to Headquarters in Connecticut
* Executing account reconciliations
* Performs trend and variance analyses - incorporates data from different areas and synthesizes
* Responsible for weekly/monthly/quarterly reporting and updates to management team
* Presents forecasts and underlying assumptions to senior leadership and provides visibility into key variance drivers and changes from period to period, or vs
* Lead FP&A processes within AP Exports to meet AMEA Region FP&A reporting calendar

## Qualifications for financial planning analysis

* Adept with long term forecasting
* Strong communication and interpersonal skills, ability to influence across the organization and work in a cross-functional, fast-paced environment
* Experience with database management tools (Cognos, MS Access)
* Qualified Accountant (is a plus)
* Fluent English and Arabic (written and spoken)
* Ability to travel within the U.S. , this role will report into Sr