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# Example of Financial Planning Analysis Job Description

Our growing company is looking for a 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 financial planning analysis

* Prepare monthly review packages for senior management for both actual and forecast results
* Assist in preparation of monthly Board of Director presentation decks for both actual and forecast results
* Liaise with Consolidations and External Reporting regarding financial results to ensure presented uniformly across the Company
* Prepare quarterly reporting templates provided to the labels/affiliates globally and act as key point of contact for submissions and any subsequent follow-up
* Coordinate quarterly actual review meeting materials with the affiliates, which includes packaging the financial data, confirming with presenters, printing materials, and distributing electronically
* Prepare ad hoc reports, special projects, and analyses for senior management, as requested
* Prepare financial metrics and analysis of financial results on a monthly basis
* Provide finance management and business partners projections on key risk and opportunities relative to plan/forecast
* Responsible for tracking overall spend which includes booking monthly accrual entries and support the A/P processing and coding of invoices
* Maintain reporting and analysis for resources (employee and consultant) and special projects

## Qualifications for financial planning analysis

* Highly organized, detail oriented, proactive and self-motivated
* Work well under pressure and be focused on meeting deadlines with the ability to multi-task as necessary
* Ability to work effectively within a team environment, independently, as the situation demands
* Strong analytical skills, including interpreting financial data and understanding the drivers to deliver results
* Analytical and enjoy working with data
* Possess good inter-personal skills, customer and teamwork oriented