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# Example of Financial Planning Analyst Job Description

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

## Responsibilities for financial planning analyst

* Manage monthly close process, including results reporting (actual, variance results)
* Maintain track of BPO commitments & pace actuals
* Prepare monthly, quarterly and yearly financial schedules, reviews and variance analyses consolidating, loading and validating forecast data utilizing financial databases to improve efficiencies
* Assist in the preparation of annual budgets and long-range forecast modeling
* Support business areas by providing financial status, trend identification, cost analysis, ROI analysis, business recommendations, and close assistance with financial reporting system
* Design and develop analytical tools and implement financial models that support decision-making through the use of scenario modeling, cost and efficiency analyses, rolling forecasts
* Contributes in the compilation of Monthly Performance Pack by performing variance analysis and providing insightful commentary on significant deviations from plan
* Assist in the production of the financial reporting suite with and for key stakeholders and make recommendations which drive operational efficiencies
* Develop close and effective working relations with all key internal customers
* Become key advisor on all Sales & Operations decisions

## Qualifications for financial planning analyst

* TRAINING / LICENSING REQUIREMENTS
* Six to eight years of relevant financial analysis experience
* Proactive and flexible “can do” mentality
* Demonstrated problem solving ability, with a “think outside of the box” approach
* Desire to learn and advance in a fast-paced organization
* BS/BA or equivalent, with Finance, Administration or Accounting focus