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# Example of Financial Planning & Reporting Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of financial planning & reporting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for financial planning & reporting

* Assist the external auditors with their quarterly reviews and year-end audits, as necessary
* Prepare journal entries and account reconciliations as required
* Assist with the coordination and consolidation of the indirect functional and line department budgets within budget system
* Meet with Functional and Line Department leaders to discuss budget inputs
* Prepare and distribute monthly actual vs
* Meet with Functional and Line department leaders to review indirect performance against plan, assure information is communicated and understood, follow up to resolve outstanding charging and reporting issues
* Research issues relating to indirect cost performance to ensure costs are being recorded properly by organization and by pool
* Review Trial Balance to ensure all functional and line indirect costs orgs are being reported consistently and properly
* Provide specialized reports for functional and line leaders upon request
* Support Investment program financial budgeting, forecasting and reporting

## Qualifications for financial planning & reporting

* 7+ years accounting experience in multinational corporate environment or in a big four environment
* Hands on experience in Financial Planning & Reporting
* Commercial background ideally within FMCG environment with a track record of practical application of financial skills
* Excellent understanding of Business Performance Management tools / processes and ability to identify improvement opportunities by using these
* Credible at divisional MD/FD level
* Supply experience is an advantage