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# Example of Financial Planning & Reporting Job Description

Our company is growing rapidly and is looking to fill the role of financial planning & reporting. 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 & reporting

* Provide ad hoc support and analysis to project and program leaders
* Ensure performance targets are met and service is delivered to end users as expected
* Preparation of annual budgets, forecasts and strategic plans to include but not limited to
* Production of high level WCEEA analyses to support leadership teams
* Maintenance of budget policies and procedures and communication of said procedures to WCEEA Geo’s, acting as central point of contact between Geo finance and Central Core finance
* Perform plan transfer process, liaising with other business areas to ensure accurate and relevant changes are implemented efficiently
* Completion of monthly reporting into WCEEA leadership team following completion by Geo’s to include appropriate commentary and analysis
* Provide support to the WCEEA leadership team through ad-hoc tasking when required
* Provide support to the wider FP&A Core team when required
* Participate in month-end, quarter and year-end close cycles and conduct reporting functions, and manage department reconciliations for internal clients

## Qualifications for financial planning & reporting

* Excellent MS Office skills, advanced excel knowledge
* Alerts VCI Management to potential future risks to financial targets
* Informs VCI management of significant FSAG inquiries
* Analyzes monthly accounting results vs
* Acquires and demonstrates strategic and cross-functional understanding of VCI/Brand/FSAG departments, functions, products, projects
* Self-motivated and ability to work independently/ proactively on projects Excellent written and verbal communication skills presentation skills