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# Example of IT Planning Analyst Job Description

Our company is hiring for an IT planning analyst. 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 IT planning analyst

* Support the Directorate with budget, planning, and management services
* Support multi-year planning based on the IT roadmap and develop briefings and visualizations to communicate this information
* Actively participate in the development of our new IT Financial Management platform
* Position required to convert requirements to functional requirements for accurate code development
* Required to serve as liaison with other development organizations to support application integration testing and deployment
* Leads complex feature and / or system integration tests
* Performs troubleshooting of application issues
* Provides input to requirements analysis
* Participate in the review of technical design deliverables, usability assessment, system integration and user acceptance testing efforts
* Work with IT groups across all business units to develop monthly/quarterly reporting supported by meaningful analysis on key variances

## Qualifications for IT planning analyst

* Undergraduate degree in Accounting or a related field
* 3 to 5 years of experience in an accounting or finance role
* Candidates should be team-oriented and have excellent written and oral communication skills
* Must be to schedule own work to completion on schedule
* Must have a working knowledge of IT budgeting and governance models including CPIC, CobIT, ValIT
* Experience producing high quality deliverables