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# Example of Junior Financial Analyst Job Description

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

## Responsibilities for junior financial analyst

* Use business tools and resources to gather missing information
* Conducting general financial analysis of key reports and data obtained from various departments, including finance, operations, sales, marketing, to assess current operations and operational metrics
* Support Controller with monthly close process including timely preparation of journal entries, account reconciliations, financial statements and supporting work papers
* Process Remarketing Asset sales transactions
* Maintain and manage Remarketing Asset logs/records & prepare revenue calculation
* Set up & perform Media & Accounting System maintenance by processing New Client, Vendor & Deal Requests
* Prepare Intercompany Forms to ensure adequate persuasive evidence is obtained for revenue recognition purposes
* Provide financial support across a range of commercial and repair agreements, analysing the financial and accounting implications of the contracts
* Perform monthly billings in line with Contract requirements
* Ensure revenue is recognised in line with the individual and specific contract requirements

## Qualifications for junior financial analyst

* Able to work autonomously and without direct supervision
* Flexibility with scheduling required
* Close cooperation with the FLDS team in Zurich multiple global stakeholders across IS&P and IWM
* An understanding of statutory and management reporting benchmarks
* For internal candidate, he/she must be meeting all the service quality and productivity metrics for the last six months (e.g., Accuracy, SLA attainment, Adherence, Attendance)
* Experience with financial analysis or equivalent