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# Example of Planning Analysis Manager Job Description

Our company is searching for experienced candidates for the position of planning analysis manager. 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 planning analysis manager

* Maintain responsibility for developing and implementing an effective planning and analysis procedures and tools that will provide senior leadership with necessary information for decision making process
* Maintain responsibility for financial planning and analytical functions throughout the region - leading strategic planning process, annual budgets and forecasts, including gathering of necessary data
* Provide analysis of actual performance from regional and segmental standpoint to identify key drivers of the performance
* Prepare written commentary on actual performance, variances from budget and prior year
* Provide direction on profitability of the business with various customers and additional analytical support such as pricing and promotional and various other discount analysis that improves business profit
* Provide additional month end reporting including
* Prepare and present executive presentations on a regular basis
* Maintain a weekly forecast of revenue and subscribers for the month based on business inputs
* Annual budget preparation (utilizing Ana Plan software)
* Assist with financial statement close and balance sheet reconciliations, as necessary

## Qualifications for planning analysis manager

* Self-starter with initiative and desire to take ownership of responsibilities
* Superior organizational and attention to detail skills
* Experience working cross-functionally, successfully influencing others and implementing new strategies
* High level proficiency in Microsoft Office with a focus on Excel, Word, and PowerPoint
* Track record of managing people effectively with an emphasis on individual coaching & development
* Team player with ability to thrive in a dynamic environment