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# Example of Planning & Reporting Job Description

Our growing company is searching for experienced candidates for the position of planning & reporting. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for planning & reporting

* Develop, maintain and analyze major strategic business cases
* Prepare selected financial and operational reports to add insight and drive decision making
* Support financial/strategic reviews with the Senior Management team
* Conduct cost/benefit analysis and sensitivities in a timely and accurate manner
* Obtain information from various internal and external systems and build financial models that make efficient use of data from various sources
* Clarify and simplify project requirements and summarize for executive review
* Build succinct presentations to successfully communicate findings to an executive audience
* Work independently to prioritize and present various projects
* Review monthly results vs
* Identify risks and opportunities and incorporate into plans & forecasts

## Qualifications for planning & reporting

* Comfortable working with various financial systems and seasoned knowledge of Excel and PowerPoint
* Business confidence, professional acumen, and self-motivated
* Able to self-manage, successfully complete unstructured tasks, and is results oriented
* Comfort in dealing with ambiguity and working on several deliverables simultaneously
* Enjoys data mining and data research
* Proactively looks for opportunities for business improvements