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# Example of Program Financial Analyst Job Description

Our company is looking for a program financial 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 program financial analyst

* Support ad-hoc tasking by the Portfolio Integration Board Working Group (PIBWG) chair, including spend plan analysis, invest/divest analysis, and recommendations to increase PIBWG efficiency and effectiveness
* Analyze Portfolio Programming Guidance tasks and coordinate actions across CIO-T to understand and track closure of each task
* Analyze prior Program Build efforts, identify lessons learned, and craft recommendations to improve future activities
* Assist in the development of senior management level briefings and present briefings when necessary
* Work with TCFP leadership and across CIO-T to develop NGA responses to external reporting requests, such as development of NGA’s FITARA self-assessment report and identification of Open IT’s programmed funding to specific tasks in the Consolidated Intelligence Guidance
* Coordinate and collaborate across CIO-T, FM, Portfolios, and KCs to obtain data and inputs required for external reporting and internal analysis in a manner that builds positive rapport and impressions of TCFP
* Demonstrate problem solving skills that demonstrate a broad understanding of NGA portfolio management, planning, programming, execution, cost analysis, acquisition, and program/project cost estimating principles
* Lead and distribute work across a team of TCFP contractors to make effective use of skills and availability while also being an individual contributor
* Work as a part of an integrated IT Portfolio Management team to include direct interfacing with program offices
* Make effective use of computational methods and tools

## Qualifications for program financial analyst

* You have strong knowledge in operational and financial management, the ability interpret legal and contractual interpretation
* Two (2) years experience in analytical finance capacity or related field may be substituted for each year of the four (4) years of college
* Bachelor’s Degree in finance, economics, accounting or a quantitative discipline, or experience in the finance field
* Willingness to relocate based on assignment a must
* Large manufacturing or real estate experience is a plus
* Minimum of 4-5 years of accounting and/or costing experience, or a combination of both, in a complex organization, preferably in higher education