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# Example of Project Finance Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of project finance analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for project finance analyst

* Prepare summaries, reports, financial schedules and impact analysis to be used in presentations and as support for incentive negotiation
* Lead on instrument format reviews for Capital and Industrial businesses to ensure Corporate Compliance and Risk mitigation
* Assist with Contingent Liabilities quarterly Bank fee payments, become an expert on Fx portfolio revalue, Webcash interface, IBS interface, Corporate GL
* Prepare pitch books and other marketing material
* Work closely with the Directors in negotiating financing terms on behalf of your clients with banks and other financiers
* Participate in all stages of transaction executions, from the pitch phase through to deal closing
* As Bridge contact, proactively coordinate with front line, supply chain and GPS team on customer & project set up upon project OTR release
* Lead all report out after period closing and deep-dive project actual vs
* Support the duties of the other members of the Project Finance Group
* Resource management (headcount, leavers, joiners, on/off boarding, seating)

## Qualifications for project finance analyst

* Build working relationships with stakeholders in the different businesses and functions supported by the team (e.g., Equities, Fixed Income, Commodities, Investor Services, Finance, Operations, Legal, Compliance)
* Work with cross functional and cross LOB teams to execute on project plans, ensuring issue/risk/dependency identification and resolution
* Microsoft Office/Suite proficient (Project, Excel, PowerPoint)
* QL
* Bachelor’s degree or related experience, CPA / CFA helpful
* Fluency in English, , Portuguese required ( French is a plus)