Downloaded from <https://www.velvetjobs.com/job-descriptions/project-financial-analyst>

# Example of Project Financial Analyst Job Description

Our company is searching for experienced candidates for the position of project financial 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 financial analyst

* Support cost investigations by internal and external customer-appointed auditors
* Participate in contract negotiation with customers regarding pricing and payment issues as required
* Facilitate the handover of bids from Bid phase to execution phase
* Support department with ongoing detailed analysis of financial performance and forecasts for Turner and HBO
* Monitor, track and analyze key performance indicators
* Assist with the detailed review and analysis of divisional budget submissions
* Prepares invoices in accordance with contract requirements
* Maintains contract and billing files and makes changes and updates including but not limited to contract amendments, dates, key members, Scans contract and billing documents into data repository [N09 level only]
* Prepares labor adjustments, billing transfers and journal entries as needed
* Performs monthly billing reconciliation

## Qualifications for project financial analyst

* Stand out for his/her judgment and analytical mind
* Strong MS Office (Excel, PowerPoint) and SharePoint skills
* Knowledge of current bank project tracking systems(Clarity) a must
* Conscientious worker, who can work independently or in a team setting with minimal supervision
* Degree holder in any relevant field
* Hands-on experience with PSGL, BI, MS ACCESS and Qlikview will be an advantage