



# Example of Associate, Corporate Finance Job Description

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Our company is looking for an associate, corporate finance. 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 associate, corporate finance

- Facilitating organization-wide cross functional process to compile worldwide financial projections of marketed products and pipeline programs
- Performing company sum-of-the-parts valuation analysis and quantifying BIIB's projected shareholder value creation under various scenarios
- Analyze data and identify and communicate key elements of the LRP to illuminate executive level management regarding strategic opportunities and critical issues as they relate to the financial trajectory of the company
- Preparing presentations to the Board of Directors and senior management, to guide business decisions
- Assisting in the preparation of public filings and other internal and external communication documents, including financial analyses for the quarterly earnings release and call
- Support reconciliation process for monthly and daily liquidity risk and wholesale credit operations process
- Partner with project teams to support all infrastructure development and testing as necessary
- Suggest and implement controls to improve efficiency & accuracy of existing processes and reporting
- Analyze large data samples in a limited time frame on a recurring basis
- Preparation of monthly MIS report for Firm-wide CAO and Operations CFO teams

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- Develop qualitative and quantitative analysis resulting from information obtained through client records/discussions
  - Establish and enhance processes, and make key contributions to the successful achievement of the organization's goals and objectives
  - Develop and maintain strong relationships with a variety of individuals including multiple senior leaders in corporate
  - Manage annual budget process, periodic forecasting, month-end close, management reporting
  - Participate in the creation of business cases and spending requests
  - Bachelors Degree in Finance, Commerce, Accounting or a related field