



# Example of Capital Planning Job Description

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Our company is growing rapidly and is looking for a capital planning. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for capital planning

- Collaborate with CFO teams and senior management in preparation of annual budget and quarterly outlooks
- Work with senior management to evaluate business drivers and understand impact on results
- General analysis/problem solving and ability to develop creative solutions
- Communicate with members of senior management and CFO teams on a periodic basis
- Coordination, development and review of the capital plan summary
- Coordination, development and review of the capital plan supporting documentation
- Coordination, execution and review of the capital adequacy process qualitative self-assessment
- Remediation of gaps, internal audit findings and supervisory findings (MRAs)
- Manage key controls around the capital planning process
- Addressing new and evolving supervisory requirements for capital planning

## Qualifications for capital planning

- Bachelor's Degree in finance, economics, or accounting necessary
- Master's/Advanced Degree in Finance/Economics/MBA- Preferred
- Familiarity with financial modeling and the interdependency of financial statement information
- Knowledge of financial statements, historical trends, projections, management performance, industry, cash flow, and capital structure

- Familiarity with Bank regulatory guidelines, especially stress testing and regulatory requirements, is a plus
- Intermediate proficiency with Excel, including but not limited to Pivot tables, Charting, Lookups/nested formulas, data manipulation, VBA familiarity a plus