



Example of Corporate Finance Associate Job Description

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Our company is growing rapidly and is hiring for a corporate finance associate. 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 corporate finance associate

- Partner with the business in building plans and associated budgets/forecasts/variance analyses and assist in understanding the inputs to and conclusions that can be drawn from the analysis of performance vs
- Help drive process improvement and forecasting consistency across functions and identify opportunities to increase efficiency
- Contribute to automation projects and other initiatives
- Partner closely with the Enterprise Technology (ET) CFO organization to manage over \$4B of expense allocations across the Firm
- Understand the Firm's overall technology strategy
- Cultivate and maintain relationships with P&A teams around the Firm to ensure their full understanding of technology allocations
- Manage monthly ET allocation operations via SAP-CO and proprietary essbase environments
- Preparing the weekly and monthly BD3 forecast tracker submission including clear, concise commentary covering variance analysis and p&l drivers
- Quarterly Earnings Press Release process ensuring a seamless, timely and accurate flow of forecast and actual information to Investor Relations and Senior Management
- Assisting in the consolidation and analysis of Other Corporate forecasts and budget for use in management reports and presentations for the Executive Committee and the Board of Directors

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- Finance background including the ability to interpret financial data and standard reports (e.g., balance sheet, income statement,) and an ability to perform financial data analysis as required
 - Strong presentation, written and oral communication skills including significant experience creating presentation content for senior audiences and conveying succinct analysis and conclusions in presentation materials
 - Understanding and experience with debt capital markets' and bank lending products and the roles and motivations of important constituents
 - Understanding of analytical credit concepts and capability to translate those into marketing messages
 - Ability to gather intelligence from public sources, piece together information, draw clear and concise conclusions and develop a recommendation
 - Completed or undertaking a CA or CPA qualification (preferred)