



# Example of Corporate Planning Job Description

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Our innovative and growing company is looking for a corporate planning. 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 planning

- Ensure an effective framework exists for managing and diagnosing company and business unit progress against objectives
- Provide concise feedback to all levels of management regarding performance against annual KPIs
- Partner cross-functionally with sites to align on detailed action plans to avoid or overcome issues
- Develop a thorough knowledge of business partners' needs in order to provide customized and relevant input in the building of financial models
- Accountable to maintain and/or develop financial models and seek continuous improvement that would reduce risks
- Educate business partners on financial analysis models and processes
- Participate as a subject matter expert in special projects and provide ad hoc analysis as required
- Analyze sales performance, gross margin performance cost trends
- Oversee quarterly forecast process annual budget preparation
- Ownership of the firm non-compensation CCAR Model and business unit coordination, communication and documentation

## Qualifications for corporate planning

- Must be able to relocate to Peoria, IL area for the duration of the internship and complete daily work commute using reliable transportation

- Bachelor's degree with emphasis on coursework of a quantitative nature, preferably Economics, Mathematics
- Engineering or related fields
- Proficiency in Hyperion Smartview or similar tool
- While based in Melville, this position will require regular travel to the NYC based company operations