

# Example of Financial Analysis Associate Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of financial analysis associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for financial analysis associate

- Research issues to identify changes in trends and communicate variances versus budget in advance of month-end
- Update, maintain and reconcile forecast file, linking into headcount, vendor, telecom, investment and asset files
- Analyze and explain variances against Plan and Forecast
- Monthly accruals and prepays management, monthly meetings with accounting teams
- Provide capital forecasts for input into corporate reporting
- Verify monthly asset uploads from WIP
- Reconcile monthly payroll and FTC spend
- Manage headcount and cost centre changes
- Planning on an annual basis, ensuring approved positions are uploaded to the business with related analysis available for up line reporting, in a timely fashion
- Corporate HR

## Qualifications for financial analysis associate

- Extremely proficient in computer navigation
- Degree in a quantitative discipline (Mathematics, Statistics, Engineering, or related quantitative field) preferred, and 3-5 years of work experience in a related field, with a strong interest in finance, economics and / or policy

- Knowledge of statistical modeling software
- Identify and highlight saving opportunities by extrapolating large amounts of financial data
- Generate expense walks/analysis for Quarterly Earnings, Investor Day and Business Review meetings including Annual Budget Reviews