

# Example of Financial Planning Analysis Job Description

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Our growing company is looking for a financial planning analysis. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for financial planning analysis

- Update existing training materials and PowerPoint presentations as needed
- Prepare and maintain recurring source files, primarily in Excel with HFM Smart View functionality, which are leveraged for analysis of results and are the basis of senior management reporting
- Develop and maintain effective working relationships with UK FP&A counterparts, Recorded Music finance teams globally, Shared Services Accounting, Consolidations, External Reporting, Investor Relations and other key financial team members
- Support Sarbanes-Oxley requirements including writing/updating procedures and testing
- Liaison to Headquarters in Connecticut
- Executing account reconciliations
- Performs trend and variance analyses - incorporates data from different areas and synthesizes
- Responsible for weekly/monthly/quarterly reporting and updates to management team
- Presents forecasts and underlying assumptions to senior leadership and provides visibility into key variance drivers and changes from period to period, or vs
- Lead FP&A processes within AP Exports to meet AMEA Region FP&A reporting calendar

- Adept with long term forecasting
- Strong communication and interpersonal skills, ability to influence across the organization and work in a cross-functional, fast-paced environment
- Experience with database management tools (Cognos, MS Access)
- Qualified Accountant (is a plus)
- Fluent English and Arabic (written and spoken)
- Ability to travel within the U.S. , this role will report into Sr