



Example of FP & Analyst Job Description

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Our innovative and growing company is searching for experienced candidates for the position of FP & analyst. 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 FP & analyst

- Assist with the coordination and preparation of the annual budget and monthly forecasts
- Compiles and prepares reports, graphs and charts of information across geographic locations and in multiple currencies
- Respond to inquiries from corporate and the business unit management team
- Identify areas of possible cost savings and efficiency improvements to incorporate into financial planning and forecast process
- Track business unit progress against goals and initiatives to accurately report benefits and costs
- Prepare detailed financial analysis and ad hoc reports to the Board including full KPI and actuals v budget reporting
- Assess the impact of potential acquisitions, disposals and other transactions
- Coordinating and liaising with global financial personnel to collate information for global reporting and facilitate the timely and accurate production of financial information
- Producing regular global and regional financial reports
- Validating and logically analysing information as part of quality control and running regular checks to ensure data integrity

Qualifications for FP & analyst

- Ability to review and improve upon processes

- Knowledge of Oracle and/or Clarity is a plus
- High level of proficiency in Microsoft Office with a focus on Excel, PowerPoint and MS Word
- Excellent typing, grammar, spelling, punctuation and reading skills
- Ability to work in a team environment across functions and geographic locations