



# Example of Project Financial Analyst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

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

## Responsibilities for project financial analyst

- Utilizes program planning systems to monitor performance
- Utilizes and adapts automated data collection and reporting systems and techniques to monitor program spending against the current forecast
- Co-ordinate all applicable company activities leading up to the finalisation of appropriate pricing for all proposals, tenders and quotations, taking into account all potential commercial risks, while ensuring that company guidelines, procedures and approval processes are followed
- Co-ordinate and monitor the cost estimation effort conducted by the bid and project teams to ensure that all costing data and hence pricing proposals are produced in an accurate and timely manner
- Responsible for all pricing responses to the customer ensuring that the price submitted reflects the approvals gained from management
- Ensure strict compliance with the company's policies and procedures with respect to price preparation
- Responsible for the preparation of the Finance Memo and the Price and Cash Sheet and other supporting financial documentation when seeking approval to submit an offer to the customer
- Responsible for the preparation of other financial artefacts as required for the customer and the bid teams, including the Customer pricing schedule, Cash flow and Payment Plans, Conditions of offer
- Generate financial models as required per bid requirements for pricing, analysis and submissions
- Update, improve and maintain as required all standard costing/pricing

## Qualifications for project financial analyst

- Strong execution, leadership and presentation skills (large and small audiences including executive management)
- Operational risk management experience in financial services or related field
- Experience in process engineering or design
- Prefer candidates with minimum 3 years Big 4 audit experience
- MUST be fluent in English, highly prefer candidates who have overseas exposure
- Bachelor degree in business (Accounting Designation an asset)