



Example of Project Financial Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of project financial 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 project financial analyst

- Assist in developing a training and technical assistance plan and orienting grantees to the project (via WebEx and other methods) to ensure understanding of grant project requirements
- Independently research various topics as assigned and provide accurate and timely summaries and analysis
- Time management, creating and monitoring deadlines
- Recognizing bottlenecks and finding a solution
- Analyzing problems and finding creative solutions
- Creating efficient processes by making manual work processes automatically
- Testing the new system
- Compile customer master data, update/source information as required
- Compile vendor master data and update/source information as required
- Define item master data and subscription plans ensuring consistency in nomenclature

Qualifications for project financial analyst

- Excellent financial, communication, and interpersonal skills high level of personal motivation to achieve with incomplete information
- Tertiary Qualification Accounting / Commerce or equivalent
- Demonstrated experience within a similar role (CA or CPA or similar qualified)
- Extensive experience in financial modelling with previous knowledge in

- Previous experience in working within a shared services environment would be highly desirable project knowledge within engineering, manufacturing and infrastructure
- Advanced skills in excel and demonstrated experience in working to tight project deadlines