

Financial Analyst Job Description (Draft)

Position Overview

We are seeking a detail-oriented and analytical Financial Analyst to join our team. The Financial Analyst will be responsible for supporting the company's financial planning and analysis processes, preparing reports, and providing insights to drive strategic business decisions.

Key Responsibilities

- Develop, analyze, and interpret financial information to assist management in decision-making.
- Prepare periodic financial statements, reports, and forecasts.
- Monitor financial performance by measuring and analyzing results, identifying trends, and making recommendations for improvement.
- Support budgeting and forecasting activities.
- Conduct variance analysis and investigate discrepancies.
- Assist in financial modeling and scenario analysis.
- Collaborate with cross-functional teams to collect, review, and synthesize data.
- Ensure compliance with financial regulations and internal policies.

Qualifications

- Bachelor's degree in Finance, Accounting, Economics, or a related field.
- 1-3 years of experience in financial analysis or a similar field preferred.
- Strong analytical and quantitative skills.
- Proficiency in Excel and financial modeling.
- Excellent written and verbal communication skills.
- Attention to detail and a high level of accuracy.
- Ability to work independently and as part of a team.

Preferred Skills

- Experience with financial planning software or ERP systems.
- Professional certifications (e.g. CFA, CPA) are a plus.
- Knowledge of industry standards and regulations.

Reports To

Finance Manager / Director of Finance

Location

[Insert Location or indicate if Remote]