

Finance Analyst Job Description

Duties and Responsibilities:

- Work with finance managers to develop business processes
- Ensure that financial models are integrated with available technology and manpower
- Responsible for daily general ledger accounting and reconciliation
- Prepare periodic financial reports and resolve inconsistencies and discrepancies
- Develop and support all the phases of the financial planning process
- Develop quarterly and annual forecasts and budgets
- Research to identify and compile financial data and information
- Conduct financial analysis based on available data and make valid recommendations
- Evaluate investment prospects and identify risks and potentials associated with such prospects
- Analyze and monitor billing milestones to ensure consistency with budget
- Perform scenario and strategic analysis to identify present performance and future expectations
- Develop complex financial models, pricing models, and analytics to support the sales and marketing team
- Conduct feasibility study to ascertain the profitability of a business or project
- Maintain stable relationship with clients and the top management.

Finance Analyst Requirements – Skills, Knowledge, and Abilities

- Education: To be employed by a financial services firm, or to succeed as a finance or investment consultant, a Bachelor's degree in accounting or finance is necessary. In addition, you must have extensive knowledge of accounting principles and functioning of the securities market
- Computer Skills: Finance analysis involves lots of research and data entry and analysis. So, a finance analyst must be proficient in computer

applications; especially MS Excel, accounting software, and other related applications

- **Communication Skills:** Ability to communicate effectively is very paramount to success in the field of finance analysis. A finance analyst must be able to communicate very well with clients and co-workers through various means which could be written, verbal or electronic. He/she must also have superior reporting skills
- **Analytic Thinking:** The duty of a finance analyst revolves around analyzing financial data and making valid conclusion and recommendations. So, he/she must be logical in reasoning.