

Junior Financial Analyst Job Description

Duties and Responsibilities:

- Assist in the preparation of financial reports
- With the help of computer spreadsheets, draw charts and graphs to illustrate technical reports
- Perform data entry, verification, and back-up; and maintain database
- Develop automated accounting applications to improve productivity
- Manage and coordinate the key financial measurements (revenue, gross profit, expense, and profit and cash), and also advise on cost reducing techniques
- Determine the prices at which securities should be offered and syndicated to the public
- Interpret data on yield, price future investment risk trends, stability, economic influences, and other factors affecting investment programs
- Monitor variances, track receivables, and follow up on discrepancies
- Conduct business studies, review accounts, vendor reports, contractual terms, prices, and market oscillations
- Recommend investments and timings; prepare action plans for investment using financial analysis
- Analyze financial performance and develop forecast models
- Perform budget and cost analysis, reviewing and advisory of financial status
- Perform risk assessments and evaluation of due taxes
- Communicate or liaise with direct management, finance personnel and other analysts in meeting task assigned by the firm
- Present verbal or oral reports on general economic trends, individual corporations, and whole industries
- Maintain confidentiality of financial information, investment decisions, or any other tasks assigned by the organization.

Junior Financial Analyst Requirements – Skills, Knowledge, and Abilities

- Minimum of one to three years of experience as a junior financial analyst, financial analyst, or in a similar role
- Bachelor's degree in business, finance, accounting, or economics, or any finance related degree
- Critical thinking and problem-solving abilities
- Data analytics and good IT skills – Proficiency in SPSS, STRATA, big data analysis, MS Access, Excel, Power-Point, accounting software, Oracle, HFM, project management software, financial modeling, and analysis applications
- Good interpersonal skills, detail oriented, self-motivated and organized
- Well-grounded in portfolio management, financial modeling, and statistical concepts
- Good research, quantitative, and analytical skills
- Good communication and presentation skills – verbal and oral
- Ability to prioritize task, multitask, and work in a fast-paced environment
- Good knowledge of laws, government regulations, and legislation that affect the financial industry
- You may be required to pass certain [assessment tests](#) to be hired for this position.