

# Senior Financial Analyst Job Description

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## **Duties and Responsibilities:**

- Perform daily general ledger accounting, financial reporting, and analysis
- Review and investigate the company's accounting transactions to improve data accuracy
- Create financial policies that align with the goals of the organization
- Develop financial models and cost projections
- Collaborate with the senior management team or the CFO on achieving company's long-term financial planning objective
- Conduct an in-depth research of historical financial data; analyze and report company's current financial status
- Study investment options and present SWOT of the investments
- Compare actual results with forecasted to analyze and identify areas of strengths and weaknesses
- Review, track, and analyze invoices and manage procurements according to the standard of the organization
- Forecast monthly, quarterly, biannual or annual profits and provide analytical review, feedback, and recommendation to executive management
- Run balance sheet account reconciliations, contract accounting and reporting, account analysis, accrual calculations, and any other related accounting or financial documents or schedules
- Train and mentor junior analyst and other staff on best financial practices
- Maintain confidentiality of financial information, investment decisions, or any other tasks assigned by the organization.

## **Senior Financial Analyst Requirements – Skills, Knowledge, and Abilities**

- At least five to seven years experience as a senior financial analyst, financial analyst, or in a similar position
- Strong research and analysis skills
- College degree in finance, business, economics, or accounting, or any management related degree. Postgraduate degree in a business related field or an MBA is desired
- Excellent communication skills – effective communication both written and oral
- Excellent presentation skills – the ability to understand and interpret complex data easily to all necessary stakeholders
- Expertise and confidentiality in handling financial database, finance, and statistical software
- Ability to learn new concepts and tasks quickly, work under pressure, and meet deadline requirements in a fast-paced, dynamic environment
- Ability to work well independently and better in a team
- Possess strong attention to details, effective multitasking, and swift strategic thinking skills
- Knowledge of IFRS and other related accounting law or standards
- Good organizational and recordkeeping abilities
- Ability to effectively mentor and evaluate team members
- High proficiency with the use of MS office, especially Excel and Power-Point
- Possession of any of CFA, CPA, CMA, ACCA, ACA certification is an added advantage
- The hiring process for this position mostly requires taking certain [pre-employment assessment tests](#).