

JOB ASSIGNMENT FORM

Job Title: Financial Analyst
Position Type: Full-Time, Permanent
Job Assignment: Corporate Finance Division
Department: Finance & Strategy
Reporting To: Finance Manager
Job Location: New York Headquarters
Date of Assignment: 01/04/2009
Duration (if applicable): N/A

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Job Purpose:

Provides financial decision-making support by analyzing financial data, preparing forecasts, and evaluating strategic options to support organizational goals.

Duties

- 1 Prepares 1, 3, and 5-years' financial plans by collecting and analyzing historical data, market trends, and management inputs.
- 2 Forecasts revenues, expenses, and taxes to recommend investment or cost-control strategies.
- 3 Evaluates financial risks and opportunities in new business ventures.
- 4 Develops refinancing strategies to optimize debt structure.
- 5 Monitors and improves financial management systems and internal controls.
- 6 Ensures compliance with financial regulations and reporting standards.
- 7 Enhances job knowledge by continuous professional development and networking.
- 8 Supports finance and organizational strategy with data-driven insights.

Skill Qualification

- 1 Financial Planning & Strategy
- 2 Reporting & Analytical Skills
- 3 Strategic & Corporate Finance
- 4 Forecasting & Budgeting
- 5 Risk Management & Compliance
- 6 Strong Communication Skills
- 7 Proficiency in Excel, SAP, and Financial Modeling

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Key Performance Indicators (KPIs):

- 1 Accuracy of forecasts (variance <5%).
- 2 Timely submission of financial reports.
- 3 Successful implementation of financial improvement projects.
- 4 Compliance with regulatory reporting deadlines.
- 5 Contribution to cost savings or revenue growth initiatives.