

Job Description Template for FINANCIAL ANALYST

Job Title: Financial analyst

Industry: [Insert Industry – e.g., BFSI, ITeS, Healthcare, etc.]

Location: [Insert Location]

Salary Range: [Insert Salary]

Department: [Insert Department]

Work Hour Allocation: [Insert Details]

POSITION OVERVIEW

As a Financial Analyst, you will be responsible for analyzing financial data, preparing forecasts, and supporting strategic planning initiatives. This role requires critical thinking, data interpretation, and a solid understanding of financial reporting and modeling.

ABOUT THE ORGANIZATION

[Insert Industry-Specific Insights] [Customize this section with a company overview: mission, values, and relevance to the target industry such as BFSI, Healthcare, ITeS, etc. Highlight what sets the company apart.]

Level of Experience / Expertise Requirements

(Use as per requirement)

- **Entry Level (0–2 years):** Data collection, basic variance analysis, and assistance in financial reporting.
- **Mid-Level (3–5 years):** Budgeting, forecasting, performance tracking, and reporting KPIs.
- **Senior Level (6+ years):** Strategic financial modeling, scenario planning, and advisory to senior leadership.

JOB PROFILE SPECIFIC QUALIFICATION

(Add more if required)

- Bachelor's/Master's degree in Finance, Accounting, or Economics
- Advanced Excel skills and familiarity with BI tools like Tableau or Power BI
- Knowledge of financial statements, ratios, and accounting standards

ROLES AND RESPONSIBILITIES

(Use as per level of expertise you require)

- Gather and interpret financial data for reporting (Entry Level)
- Track monthly performance metrics and budget adherence (Entry Level)
- Conduct trend and variance analysis for decision support (Mid-Level)
- Create detailed forecasts and cash flow models (Mid-Level)
- Evaluate investment proposals and ROI projections (Mid-Level)
- Present financial insights to stakeholders and leadership (Senior Level)
- Support strategic planning and cost optimization initiatives (Senior Level)
- Ensure compliance with internal controls and audit readiness (Senior Level)

Skills Required (Technical + Behavioral):

- Analytical thinking and numerical proficiency
- Proficiency in MS Excel, ERP, and analytics software
- Strong written and verbal communication
- Problem-solving and decision-making skills
- Time management and teamwork

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