

Financial Analyst

Job Summary

The Financial Analyst delivers financial reports and forecasts that highlight in-depth information about the accounts. They review the reports for information that can be used by decision makers to inform critical business decisions.

Level: Individual Contributor

Competencies

Fostering Communication (Level 3)

Listening and communicating openly, honestly, and respectfully with different audiences, promoting dialogue and building consensus.

Adapts communication

- Tailors communication (e.g., content, style and medium) to diverse audiences.
- Reads cues from diverse listeners to assess when and how to change planned communication approach to effectively deliver message.
- Communicates with all organizational levels.
- Understands others' complex or underlying needs, motivations, emotions or concerns, communicating effectively despite the sensitivity of the situation.

Attention to Detail (Level 2)

Working in a conscientious, consistent and thorough manner.

Confirms details before deciding how to act

- Seeks out others to check or review own work for accuracy and completeness.
- Verifies assumptions and information before accepting them.
- Reviews all relevant information or aspects of a situation before taking action or making a decision.

Digital Literacy (Level 3)

Engaging with digital technologies to accomplish goals and solve challenges in the workplace.

Uses digital technologies in a wide range of standard and non-standard activities.

- Evaluates the quality of information obtained through online searches.
- Uses digital technologies (e.g. cloud-based platforms) to facilitate collaboration and accomplish goals.
- Produces reports from the organization's digital assets to inform decision-making.
- Identifies security concerns that could adversely affect the organization, such as a lack of back-ups or virus protection.
- Experiments with multiple software solutions to determine the most appropriate option for producing the desired effect.
- Utilizes standard features available to regular users in industry specific software.

Data Literacy (Level 3)

Using data to gain insights, solve problems, and inform decisions.

Uses data to develop insights in a range of activities.

- Identifies common data analytic techniques and their potential use.
- Analyzes data to generate insights that are not apparent.
- Manipulates data using software tools to facilitate analyses.
- Presents data using visualization tools to communicate insights to a variety of audiences.
- Collects various forms of data from a wide range of sources to support problem solving and decision making.
- Evaluates data to identify what is relevant to issues at hand.

Collaborating with Others (Level 3)

Working together with others in a cooperative and supportive manner to achieve shared goals.

Fosters collaboration

- Gives credit and acknowledgement for contributions and efforts of others.
- Provides constructive feedback to others.
- Helps build consensus among members of groups.
- Provides opportunities for all group members to contribute to group discussions.

Accounting and Reporting (Level 3)

Applying an understanding of accounting and reporting concepts and methodologies.

Applies the competency in the full range of typical situations, requiring guidance in only the most complex or new situations.

- Validates and reconciles complex accounting records and G/L accounts.
- Investigates anomalies in financial information.
- Presents timely and accurate financial management reports for stakeholders.
- Prepares financial documents (e.g., budget comparison reports, trial balance, A/R aging, etc.).
- Determines accounting treatment for non-routine and complex transactions.
- Evaluates the accuracy and integrity of financial statements.
- Makes recommendations for change to improve the accuracy and integrity of financial statements.

Financial Budgeting, Planning and Reporting (Level 3)

Providing advice and services on financial planning, budgeting, reporting and financial coding to ensure the optimal allocation of financial resources to organizational objectives.

Applies the competency in the full range of typical situations, requiring guidance in only the most complex or new situations.

- Analyzes the financial implications of policy, program, and project proposals.
- Supports managers in the development of their budgets.
- Assesses budgets to check alignment with organizational goals and to identify inconsistencies, gaps and overlaps.
- Advises on the development and assessment of business cases in support of the organization's financial planning and budgeting process.
- Links program strategies to financial operations.

Reconciliation and Analysis (Level 3)

Reconciling and analyzing financial information to inform decision-making in the organization.

Applies the competency in the full range of typical situations, requiring guidance in only the most complex or new situations.

- Prepares complex analyses of financial information to identify trends, opportunities and risks.
- Makes recommendations on alternatives, based on analyses and understanding of the organization's policies and objectives.
- Communicates performance analysis results to stakeholders within the organization in a manner that assists them to understand underlying causes and potential actions.
- Searches for new or improved performance measures by considering emerging industry trends and changing organizational objectives.

Responsibilities

Financial Analysis, Planning & Reporting

- Perform financial analysis of monthly variances
- Prepare financial analysis and forecasts for use in the development of financial business decisions
- Perform costs analysis in support of financial forecasts
- Perform reconciliation and analysis of financial data
- Provide support and financial analysis to upper management
- Analyze and review financial reports to assess financial strength
- Prepare monthly financial statements
- Support business partners with detailed financial analysis
- Monitor business performance and conduct analysis to support financial management
- Support the financial planning process

Knowledge Areas

- Enterprise Resource Planning (ERP) Software (Intermediate)
- International Financial Reporting Standards (IFRS) (Intermediate)
- Microsoft Access (Intermediate)
- Microsoft Office Suite (Intermediate)
- Oracle Products (Intermediate)
- SAP (Intermediate)