**Job Description Template: Finance Planning Manager**

Location: [City], [Town]

Position Type: Full-time

Department [department]

Reports to [Role]

**About Us**

[Company Name] is a leading organisation in the [briefly describe your industry, e.g., financial services, manufacturing, etc.]. We are dedicated to [mention your company's mission or vision], and we take pride in delivering [specific details about your products, services, or unique contributions to the industry]. Our team is committed to [describe company culture, values, and goals]. Join us and become a vital part of our workforce, where your role as a Finance Planning Manager will be instrumental in our ongoing success.

**About the Role**

As a Finance Planning Manager at [Company Name], you will play a critical role in managing financial planning and analysis within our organisation. You will be responsible for [list key responsibilities and tasks], including overseeing budgeting, forecasting, and financial reporting processes, supporting informed decision-making, and ensuring the financial stability and growth of the company.

Key Responsibilities:

* Develop and manage the financial planning and budgeting process, working closely with department heads and senior management.
* Create accurate forecasts and plans based on historical data, market insights, and company goals.
* Implement effective reporting systems and dashboards to track key performance indicators (KPIs) and financial metrics.
* Collaborate with cross-functional teams to ensure data accuracy and consistency.
* Monitor financial performance against budgets and forecasts, providing insights and recommendations for improvements.
* Identify opportunities for process enhancements and cost optimization.
* Support strategic planning by providing data-driven insights and financial analysis.
* Prepare and present financial reports to senior management and key stakeholders.

Knowledge and Skills Needed

* Bachelor's degree in finance, business, or a relevant field. Master's degrees or relevant certifications are a plus.
* Proven experience in financial planning, budgeting, forecasting, and analysis.
* Strong understanding of financial principles and the ability to work with complex financial data.
* Proficiency in financial modelling, data analysis, and reporting tools, including Excel and financial software.
* Excellent communication, presentation, and interpersonal skills.
* Strong problem-solving and decision-making abilities.
* Adaptability to changing priorities and a dynamic business environment.

**Person Specification**

We are seeking a dedicated and results-oriented individual who can effectively manage financial planning and analysis, supporting informed decision-making within the organisation. The ideal candidate will possess the following attributes:

* Proactive and goal-oriented with a track record of delivering accurate forecasts, budgets, and financial reports.
* Strong organisational skills and the ability to manage complex financial data.
* Collaborative team player with the ability to communicate financial insights effectively.
* Analytical mindset to identify areas for process improvement and cost optimization.
* Adaptability to changing priorities and ability to handle high-pressure situations.
* Dedication to maintaining high standards of data accuracy and financial reporting quality.

What's in It for You

* Competitive salary and benefits package.
* Opportunities for professional growth and career advancement within a reputable and growing organisation.
* A dynamic and inclusive work environment that encourages innovation, teamwork, and professional development.
* The opportunity to make a significant impact by optimising financial planning and analysis processes.
* Work with a team that is passionate about [mention company values or mission].
* Access to [mention any specific perks, training, or additional benefits your company provides].

Join our team at [Company Name] and take on a pivotal role as a Finance Planning Manager, contributing to the financial stability and growth of our organisation. If you are a results-driven financial professional with the skills to manage financial planning and analysis effectively, we would love to hear from you.