

Careers in the Supply Chain

FINANCIAL ANALYST

National Occupational Classification Code – 1112

Alternative Titles:

- chartered financial analyst
- financial analyst
- investment analyst
- money market analyst
- portfolio analyst
- research associate
- financial services



Industry Description

Financial Analysts collect and analyze financial information such as economic forecasts, trading volumes and the movement of capital, financial backgrounds of companies, historical performances and future trends of stocks, bonds and other investment instruments to provide financial and investment or financing advice for their company or their company's clients. Their studies and evaluations cover areas such as takeover bids, private placements, mergers or acquisitions. Financial analysts are employed by a wide range of establishments throughout the private and public sector, such as banks, brokerage houses, insurance companies, investment companies, manufacturing firms, trust companies, utility companies and underwriting firms.

General Job Description

Financial Analysts are responsible for preparing and analyzing site-specific financial statements in an accurate and timely manner. This position acts as a liaison between site management and the corporate Accounting Manager.

Job Functions

Financial Analysts perform some or all of the following duties:

- Prepare weekly flash reports for site management and attend weekly meetings to review reports and answer any questions.
- Reconcile balance sheet accounts for the site.
- Prepare the current-week cash flow report and prepare estimates for the following week.
- Prepare weekly forecast for the client.
- Prepare monthly variance analyses for the site.
- Sign and release invoices for payment.
- Provide advice and assistance to site management on accounting matters, and prepare special reports or analyses as requested.

Physical Demands Analysis

- Financial Analysts require a high degree of confidentiality while strictly adhering to guidelines covering the preparation and communication of financial statements and other information considered to be confidential to the company.
- There is constant pressure to ensure the accuracy of statements and the timeliness of reporting to both the corporation and the client. Often required to work with competing deadlines, and to respond to departmental requests for information (reports).
- Work in a typical office environment under conditions of minor risk or injury and moderate physical effort.

Position Expectations

Essential Skills	
Reading Text	2
Document Use	3
Computation	3
Writing	2
Oral Communication	2
Thinking Skills	2
Working with Others	2
Computers	3
Continuous Learning	2

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = high

Salary Range

Visit Working in Canada, at <http://workingincanada.gc.ca/welcome.do?lang=en>, to get current information about this position, including salary information.

Pre-employment Skills

- A university or college degree or diploma with a focus in accounting.
- A bachelor's degree in commerce, business administration or economics
and
On-the-job training and industry courses and programs are usually required.
- A master's degree such as business administration (MBA) (concentration in finance) or in finance may be required.
- The Chartered Financial Analyst (CFA) designation, available through a program conducted by the Institute of Chartered Financial Analysts in Canada, may be required by some employers.

Find information about supply chain-related educational offerings across Canada in the CSCSC's education compendium, at <http://www.supplychaincanada.org/en/education-information>.

Career Levels/Years of Experience

Career Levels	Position	Average Experience	
		From	To
8	Vice President	7 years	10 years+
7	Director	5 years +	6 years
6	Manager	4 years +	5 years+
5	Assistant Manager Trainee	4 years +	5 years+
4	Manager Trainee	4 years	5 years
3	Coordinator/Supervisor	3 years	4 years+
2	Supervisor Trainee	2 years +	4 years
1	Financial Analyst	6 months	2 years

References

- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>
- Essential Skills – <http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml>