

## GLOBAL JOB DESCRIPTION

Job Title: **Senior Project Financial Analyst**  
Job Code: **00510**  
Reports To: **Business Unit Controller; or designee**

### Summary:

Serves as financial analyst for Business Unit Controller(s) and Associate Director(s) Finance and provides leadership to Financial Analyst I & II. Prepares, reconciles, analyzes and reports Business Unit(s) revenue, contracts, projects, and associated metrics. Produces financial and other business analyses, interpretation, and investigation of data for operations for assigned projects and contracts. Ensures all reporting activities are accurate and prepared within established timelines.

### Essential Functions:

1. Supports Business Unit Controller :
  - Records revenue each month for Unit, Fee for Service and Fixed Price contracts; Assignments include complex contracts/projects;
  - Loads project budgets into Oracle/Revenue Wizard and maintaining key member lists (project set up) and other project data in Oracle and associated systems and schedules;
  - Prepares project level actual versus budget/forecast variance analysis monthly as well as monthly reports for distribution in analyzing monthly results;
  - Coordinates monthly forecasting of financial results (backlog);
  - Meets established deadlines for Revenue and Backlog submittals;
  - Timely preparation of project close out reconciliations including issue identification and resolution;
  - Serves as a key contact point for interpretation and investigation of financial results in assigned area for Project Managers, Project Leads and Business Unit Heads;
  - Run P&Ls (Profit and Loss), G/L (General Ledger) account details, and Project level reports in order to investigate and resolve anomalies and unusual trends; and
  - Reviews executed and proposed Contracts, Letter Agreements, Work Orders, Change Orders and other contract information as assigned. Approves pending Change Orders for assigned studies.
  - Captures, assesses and consolidates results; and
  - Prepares key reports such as annual cost and expense budgets, cost rates, cost and expense forecasting, monthly utilization, resourcing requirements, headcount , revenue backlog analysis, and/or gross profit for assigned area;
  - Analyzes monthly results and assists Business Unit Controller (BUC) in reviews with Business Unit Heads to evaluate performance on a monthly basis;
  - Participates in the annual budgeting process including the creation and/or review of budget versus actual numbers; and
  - Produces ad hoc reports independently.
  - Responsible for working capital management for assigned Business Unit
  - Fully manages a program of multiple complex studies
2. Attends project meetings to capture and process relevant data for set up of newly awarded projects onto financial systems and schedules as assigned.
3. Identifies and implements controls, efficiencies, and procedures to ensure financial information is reported accurately and timely for group deadlines.
4. Leads miscellaneous projects such as assessing and designing changes to processes; assists/leads new system implementation and testing; analyzes unique financial anomalies.

5. Provides financial insights to business growth trends and profitability in assigned area. Offers methods and ideas for improving results.
6. Assists BUC in leading Financial Analyst I, II, and III, provides on-the-job training, mentors, and provides issue resolution.
7. Monitors the overall health of assigned projects including but not limited to revenues, gross profit, receivables, and unbilled amounts as well as project close outs and reconciliations.
8. Acts as back up for Manager of PFA team in supporting and responding to requests received from project managers and others as needed.
9. May assist with training more junior team members

**Other Responsibilities:**

Performs other work-related duties as assigned. Minimal travel may be required (up to 25%).

Note: If there are additional responsibilities that are specific to an individual employee, department, country, or other grouping, please use the Job Description Addendum Template.

**Requirements:**

BS/BA degree in Business, Accounting, Finance, or equivalent education and experience. Pharmaceutical or CRO experience preferred. Strong English proficiency. Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) is essential. Proficiency with accounting software packages is necessary and experience with Oracle Finance is preferred. Requires exceptional attention to detail, accuracy, organizational, interpersonal, and teamwork skills. Excellent financial, communication, and interpersonal skills are as well as a high level of personal motivation to achieve. Demonstrated ability to work with confidential and sensitive data is required. Ability to perform several tasks simultaneously to meet deadlines and provide leadership to less senior staff.

**Disclaimer:**

Tasks, duties, and responsibilities as listed in this job description are not exhaustive. The Company, at its sole discretion and with no prior notice, may assign other tasks, duties, and job responsibilities. Equivalent experience, skills, and/or education will also be considered so qualifications of incumbents may differ from those listed in the Job Description. The Company, at its sole discretion, will determine what constitutes as equivalent to the qualifications described above. Further, nothing contained herein should be construed to create an employment contract. Occasionally, required skills/experiences for jobs are expressed in brief terms. Any language contained herein is intended to fully comply with all obligations imposed by the legislation of each country in which it operates, including the implementation of the EU Equality Directive, in relation to the recruitment and employment of its employees.

***For employees in the United States ONLY***

FLSA status: Exempt

Years of experience required: Minimum of five (5) years of related experience.

Physical Requirements: Position requires: ordinary ambulatory skills and physical coordination sufficient to move about office locations; ability to stand, walk, stoop, kneel, crouch periodically for prolonged periods of time; manipulation (lift, carry, move) of light to medium weights of 10-35 pounds; arm, hand and finger dexterity, including ability to grasp and type for prolonged periods of time; visual acuity to use a keyboard, computer monitor,

operate equipment, and read materials for prolonged periods of time; ability to sit, reach with hands and arms, talk, and hear for prolonged periods of time. The noise level in the work environment is low.

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