

FINANCIAL PLANNING ANALYST

Location: Grand Baie, Mauritius

Role Purpose

The main role of the FPA will be as follows:

- Collection, Maintenance and Input of Debt, Capital and Macro Economic Data to support business decisions
- Reviewing loan agreements and supporting documentation
- Organising and tracking of Conditions Precedent and Conditions Subsequent to the loan agreements
- Reviewing loan agreements and supporting documentation
- Covenant Reporting to banks and other financial institutions
- Support the maintenance of the Group Working Capital model
- Abide by and ensure the Treasury Policy is adhered to at all times

Required Experience, Qualification & Skills

- Experience in real estate/ property investment management would be an advantage
- Minimum of 2-3 years' experience working with loans in Treasury within Financial Services
- University graduate, preferably in Finance and Banking
- Experience forecasting and analysing data
- Understanding of Accounting Principles would be very beneficial
- Strong MS Excel skills, Familiar with BI tools and SQL
- Excellent interpersonal skills and ability to communicate with stakeholders at all levels

Key Accountabilities and Responsibilities

Data capturing, review analysis and reporting

- Compile financial reports using calculations, data and other client-provided information
- Record keeping and management
- Capture purchase orders on Broll-online system
- Perform analysis and compile reports where necessary, monthly, weekly and ad hoc
- Assist with sourcing and interrogating data to be used for reporting to internal and external stakeholders
- Prepare presentation material for the Debt team and Senior Management
- Assist with the drafting of reports for consideration by the debt team
- Assist with compiling the Treasury report monthly
- Maintenance of Debt and Borrowing Information

Financial Planning, budgeting and forecasting

- Develop the operating and financial plan required to achieve management's strategic plan
- Develop a largely static annual budget that updates once each year
- Maintain financial planning, budgeting and forecasting

Decision support and Controls

- Perform financial analysis
- Assist in Project Management
- Effectuate Internal audit
- Be aware of the accounting/tax policy
- Execute analysis of historical financials
- Undertake variance explanations

Specialised experience

- Risk Management – updated forecast with risks and opportunities to current plan
- Real Estate Management and market research
- Analyse debt restructuring and refinancing options

Numerical analysis

- Support the Debt & Treasury teams using data analysis and numerical methods to support decision making
- Verify and review spreadsheets for accuracy
- Creates variance analysis reports and financial models
- Perform scenario analysis to assist managers with decision making
- Spreadsheet and Model integrity
- Assist with transaction analysis and structuring