

	JOB DESCRIPTION	Approver: Loo Ken Lin (CFO)
	Financial Analyst	Date: Nov 30 th , 2023
		Ref: PAV_JDS_001

The Job

The Financial Analyst (“FA”) is responsible for tracking the company’s financial performance against a plan, analysing business performance and market conditions to create forecasts, and helping senior management make tactical and strategic decisions by providing periodic reports. The FA should be very good with numbers and solving problems and should be familiar with the workings of the economy, tax laws, and money markets.

FA(s) gather data to understand the trends affecting a specific type of product, geographical region or industry to help Pen Aviation Sdn Bhd (“PAV”) make important financial decisions.

Roles and responsibilities:

- Provide analysis, forecasting, reporting, and project support to PAV management
- Produce monthly reports, which include key metrics, financial results, and variance reporting
- Spearhead the annual and quarterly budgeting and forecasting processes working closely with the Chief Financial Officer of PAV
- Identify opportunities for financial performance improvement across the organization
- Maintain knowledge and keep abreast of new relevant regulations or policies
- Develop models that help with decision-making

Job requirements:

- Bachelor’s degree in Finance, Accounting, or related field; CPA or CMA a plus
- 3 - 5 years of relevant experience in corporate finance, financial planning & analysis, investment banking, or other related fields
- Strong working knowledge of Excel and financial modelling. Practical knowledge and experience of financial modelling software tools a plus.
- Excellent analytical, decision-making, and problem-solving skills
- Attention to accuracy and detail required
- Analyse current and past financial data and performance
- Prepare reports and projections based on analysis
- Evaluate current capital expenditures and depreciation
- Explore financial opportunities
- Establish and evaluate profit plans
- Identify trends in financial performance and provide recommendations for improvement
- Coordinate with other members of the finance team to review financial information and forecasts
- Provide financial models and forecasting
- Solid communication skills

The position reports to:

Pen Aviation’s Chief Financial Officer