

## Position Description: Financial Analyst

Position: Financial Analyst Assistant

Reports to: Director of Operations

Purpose: The Financial Analyst Assistant will be responsible for supporting the Director of Operations and bookkeeper at MYT in conducting financial analysis, creating financial models, and preparing various reports. They will assist in the development and maintenance of financial forecasting, budgeting, and reporting systems. They will also be responsible for conducting industry and company research to support financial analysis and decision making.

Key Responsibilities:

- Assist in the preparation of financial reports, budgets, and forecasts
- Conduct industry and company research to support financial analysis
- Assist in the development and maintenance of financial models
- Assist in the creation of presentations and other materials for internal and external stakeholders
- Assist in the preparation of financial data for internal and external audits
- Assist with ad-hoc financial analysis and projects as required

Qualifications:

- Bachelor's degree in finance, economics, or related field
- Strong analytical skills and attention to detail
- Experience with financial modeling and data analysis
- Strong Excel skills
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Strong time management and organizational skills

The position is part-time, and the location is remote. Compensation is negotiable based on hours and experience

