

**JOB TITLE:**

Financial Planning and Analysis Analyst

**SUMMARY:**

A successful Financial Planning and Analysis Analyst will be responsible for assisting in the creation of zColo's monthly financial forecast, quarterly earnings results, operating plan variance analyses and special projects. The Financial Planning and Analysis Analyst will provide financial consulting and strategic support to senior management including preparing board presentations, financial presentations, industry/peer group comparisons, new business opportunities, acquisition analysis and other projects requested by senior management. The analyst will also be focused on identifying opportunities to improve business performance.

Ability to develop and manage business metrics, presents findings and make recommendations to management regarding business unit performance is essential. Position requires a firm grasp of Zayo's products, positioning, and industry terminology, as well as proficiency in MS Excel and PowerPoint. Ability to integrate quickly into Zayo's CRM software and manage workload in a dynamic environment is also critical.

**DUTIES AND RESPONSIBILITIES:**

- Work with management on zColo's monthly and quarterly forecasts, and reporting processes
- Oversee and manage the continued development of budgeting, financial forecasting, operating plan and modeling tools
- Prepare monthly financial reports and quarterly earnings results
- Monitor performance indicators, highlighting trends and analyzing causes of unexpected variances
- Ad-hoc reporting and analysis
- Monitor zColo's CRM software business intelligence tool and dashboard reports
- Develop financial models and analyses to support strategic initiatives
- Analyze complex financial information and reports to provide accurate and timely financial recommendations to management for decision making purposes
- Prepare presentations to Board of Directors and senior management team
- Ongoing sales and revenue performance metric management and analysis, and responsibility for developing, delivering and executing on recommendations based on these metrics

**QUALIFICATION REQUIREMENTS:**

- **Experience:** 0-3 years of product or financial analyst experience, preferably in the telecommunications industry
- **Education:** Undergraduate business degree and/or MBA with business emphasis and/or equivalent work experience to support well-developed skills in financial/market analysis
- **Effective Communication:** Ability to write reports, business correspondence, procedure manuals, and prepare presentations and proposals. Ability to effectively present information and respond to questions from groups of managers, employees and customers.
- **Financial Analysis:** Well-developed financial skills including business case development, cost management, and financial analysis
- **Application Proficiency:** Proficiency in the MS Office suite of tools with emphasis on Excel and PowerPoint is required. Knowledge of Salesforce.com platform is a plus.
- **Other Skills and Abilities:**
  - Strong attention to detail, superb organizational skills, and ability to multi-task and prioritize
  - Ability to work across functional boundaries
  - Ability to solve practical problems and deal with a number of variables in dynamic situations
  - Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
  - Ability to view issues and concerns from multiple perspectives, and to keep the "big picture" in focus
  - Ability to be flexible in work schedule and to meet strict deadlines under minimal supervision

**To apply: Please submit your resume to [HR@Zayo.com](mailto:HR@Zayo.com)**