# FIN 320 Project One Financial Analyst Job Aid

[This job aid has two goals. First, it reviews a financial analyst’s daily responsibilities. Second, it describes how financial management is important to a business.

To complete the job aid, replace the bracketed text with your own content. Remove this note before you submit your job aid.]

## Financial Responsibilities

[In this section, describe the responsibilities of a financial analyst. Write five to seven bullet points outlining the responsibilities a financial analyst has. Use complete sentences.]

* [Responsibility 1]
* [Responsibility 2]
* [Responsibility 3]
* [Responsibility 4]
* [Responsibility 5]
* [Responsibility 6]
* [Responsibility 7]

## Financial Management Decisions

[In this section, discuss the importance of analyzing and managing finances to help make business decisions. Give examples to support your claims.

Consider the bullet points you outlined in the previous section. Then write a brief paragraph that answers the following questions. Use examples to support your claims.

* How do these responsibilities help inform management decisions?
* What would happen if management didn’t have this information?]

## Accounting Principles

[In this section, explain how to use accounting principles to analyze a business’s financial health. Give examples to support your claims.

Write a brief paragraph that explains how financial analysts use accounting principles to analyze a business’s financial health. In your paragraph, also answer the following questions:

* What accounting information do financial analysts use?
* What would happen if that information was not available or was not accurate?]

## Financial Statements

[In this section, describe how to use financial statements to help businesses make finance-related decisions. Give examples to support your claims.

Think about how financial analysts identify the information contained in financial statements. Then write a brief paragraph that answers the following questions. Use examples to support your claims.

* What do financial analysts need to do their job?
* What types of finance-related business decisions would this information help businesses to make?]

## Financial Terminology

[In this section, explain how a financial analyst uses key financial terms every day. Make sure your response is clear and easy to understand.

Define each term listed below. Then, for each term, write one or two sentences showing how a financial analyst might use the term. In your response, imagine the analyst is communicating with management, helping them make an important decision.]

* **Financial statement**
  + Definition: [Insert definition.]
  + How this is used: [Insert explanation.]
* **Liquidity**
  + Definition: [Insert definition.]
  + How this is used: [Insert explanation.]
* **Working capital**
  + Definition: [Insert definition.]
  + How this is used: [Insert explanation.]
* **Diversification**
  + Definition: [Insert definition.]
  + How this is used: [Insert explanation.]
* **Time value of money**
  + Definition: [Insert definition.]
  + How this is used: [Insert explanation.]

## References

[List any references, including the textbook, in APA style.]