

New JD Template.

As we move forward with Pinpoint, we are implementing a standardized approach to job descriptions, ensuring clarity, consistency, and alignment across roles. The new job description template and format emphasize structured content, providing comprehensive details about roles, responsibilities, and expectations.

This format excludes the use of images in the header to maintain a professional and uniform appearance across all postings. By adopting this streamlined layout, we aim to enhance readability and facilitate a seamless experience for candidates and internal stakeholders alike. The following sections outline the new template and demonstrate its practical application through an example.

Template:

Role summary

This position is ideal for [target level of professionals, such as mid to senior-level finance professionals] to join the [specific team name, e.g., Global Corporate FP&A team] as a [job title, e.g., Sr. Financial Analyst], [main role function, e.g., driving key financial strategies and supporting global commerce operations]. Partnering with [types of teams or departments, e.g., cross-functional teams], you'll provide [types of insights, e.g., critical insights and financial modeling] to [key objectives, e.g., influence decision-making and enhance reporting]. This role is [importance or impact of the role, e.g., vital in shaping Align Technology's revenue strategy and overall business success].

Role expectations

Enter job responsibilities here. You can use the following bullets as a template:

- Support the [manager of area and relevant department, e.g., Sr. FP&A Manager in Cost Management] in annual [tasks or initiatives, e.g., Commercial Business Budgets, Monthly Forecasts, estimates], working with business partners to develop [desired outcomes, e.g., key assumptions].
- Conduct [type of analysis, e.g., detailed financial analysis and modeling] to support [objectives, e.g., strategic initiatives].
- Prepare and present [types of reports, e.g., financial reports] to senior management.
- Collaborate with [types of teams, e.g., cross-functional teams] to develop [financial documents or processes, e.g., budgets and forecasts].
- Monitor [area of responsibility, e.g., financial performance] and identify [areas for improvement].
- Support [periodic processes, e.g., month-end and year-end closing processes].
- Ensure compliance with [regulatory areas, e.g., financial regulations and company policies].

What we're looking for

Enter job responsibilities here. You can use the following bullets as a template:

- **Education:** [degree requirements, e.g., Bachelor's degree in Finance, Accounting, or a related field; MBA or CPA preferred, or equivalent experience].
- **Experience:** [years of experience and type, e.g., 5+ years in financial analysis or a similar role].
- **Skills:** [key skills, e.g., Strong analytical and problem-solving abilities; proficiency in financial modeling and data analysis].
- **Communication:** [desired communication ability, e.g., Excellent presentation and communication skills].
- **Teamwork:** [teamwork expectations, e.g., Ability to work both independently and collaboratively].

Complementary skills

- [Specific software skills, e.g., Strong Excel skills, experience with SAP, Business Objects BI Reporting, and data visualization tools].
 - [Soft Skills, e.g., Top presentation skills].
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A practical example of the right application of this template would be the following job description:

Role summary

This position is ideal for mid to senior-level finance professionals to join the Global Corporate FP&A team as a Sr. Financial Analyst, driving key financial strategies and supporting global commerce operations. Partnering with cross-functional teams, you'll provide critical insights and financial modeling to influence decision-making and enhance reporting. This role is vital in shaping Align Technology's revenue strategy and overall business success.

Role expectations

- Support the Sr. FP&A Manager in Cost Management in annual Commercial Business Budgets, Monthly Forecasts, estimates, etc. working with business partners to develop key assumptions.
- Conduct detailed financial analysis and modeling to support strategic initiatives.
- Prepare and present financial reports to senior management.
- Collaborate with cross-functional teams to develop budgets and forecasts.
- Monitor financial performance and identify areas for improvement.
- Support month-end and year-end closing processes.
- Ensure compliance with financial regulations and company policies.

What we're looking for

- Education: Bachelor's degree in Finance, Accounting, or a related field; MBA or CPA preferred, or equivalent experience.
- Experience: 5+ years in financial analysis or a similar role.
- Skills: Strong analytical and problem-solving abilities; proficiency in financial modeling and data analysis.
- Communication: Excellent presentation and communication skills.
- Teamwork: Ability to work both independently and collaboratively.

Complementary skills

- Strong Excel skills, experience with SAP, Business Objects BI Reporting, and data visualization tools.
- Top presentation skills.