



## Job Description

**Job Title:** Special Projects Analyst

**Location:** UKB Federal Corporation

**Reports to:** Finance Manager

**Department:** Accounting

**Salary:** BOE

### Job Summary:

The **Special Projects Analyst** with a **Business Development Focus** will be responsible for analyzing potential business development initiatives, assessing financial viability, supporting mergers and acquisitions (M&A), partnerships, market expansions, and other strategic projects that align with the organization's long-term goals. The role will require close collaboration with cross-functional teams, including Business Development, Strategy, and Finance, to evaluate opportunities, perform financial due diligence, and monitor the execution of key initiatives.

### Key Responsibilities:

- **Business Development Support:** Provide financial analysis and insights to support business development efforts, including evaluating potential strategic partnerships, acquisitions, joint ventures, or market expansions.
- **Financial Modeling & Forecasting:** Develop detailed financial models to assess the feasibility, profitability, and financial risk of new business opportunities and strategic initiatives.
- **Due Diligence & Valuation:** Assist in conducting financial due diligence and valuations for mergers, acquisitions, or other business development opportunities. Analyze financial statements, projections, and other relevant data to assess risks and benefits.
- **Market & Competitive Analysis:** Conduct market research and competitive analysis to identify trends, growth opportunities, and potential threats in relevant industries or markets.
- **Collaboration with Business Development Teams:** Work closely with business development, strategy, and senior leadership teams to evaluate new business opportunities and assist in making data-driven decisions.
- **Project Tracking & Reporting:** Monitor and track the performance of ongoing business development projects. Prepare reports, updates, and presentations for stakeholders on financial performance, milestones, and challenges.
- **Financial Strategy & Planning:** Contribute to the development of financial strategies that support business expansion and revenue growth, providing recommendations on resource allocation and investment prioritization.

- **Budgeting & Financial Oversight:** Develop and manage budgets for special projects related to business development. Monitor expenditures and provide regular financial updates and variance analysis.
- **Risk Management:** Assess financial risks related to new business initiatives, develop risk mitigation strategies, and ensure that business development projects are financially sound.
- **Cross-functional Collaboration:** Engage with other departments (e.g., Marketing, Legal, Operations) to ensure the smooth execution of business development projects and initiatives, ensuring all financial aspects are aligned with corporate goals.

#### **Qualifications:**

- **Education:** Bachelor's degree in Finance, Accounting, Business Administration, Economics, or a related field. Relevant certifications (CFA, CPA, etc.) are a plus.
- **Experience:** Minimum of 3-5 years of experience in financial analysis, business development, corporate strategy, or project management. Experience supporting business development, M&A, or strategic initiatives is highly preferred.
- **Skills:**
  - Strong financial analysis and modeling skills.
  - Solid understanding of business development processes, including mergers, acquisitions, partnerships, and market expansions.
  - Proficiency in Excel, financial modeling, and financial software (e.g., SAP, Oracle).
  - Strong presentation and communication skills, with the ability to present complex financial data to senior management and non-financial stakeholders.
  - Experience with market research, competitive analysis, and industry trends.
  - Ability to work collaboratively across departments and manage multiple projects with competing priorities.
  - Detail-oriented with strong problem-solving abilities and a proactive approach to overcoming challenges.

#### **Personal Attributes:**

- Analytical mindset with a focus on business strategy and financial growth.
- Strong interpersonal skills and the ability to influence decision-making without direct authority.
- A collaborative and team-oriented approach to problem-solving and project execution.
- High attention to detail and ability to work in a fast-paced, dynamic environment.
- Driven, resourceful, and capable of working independently to deliver results.

#### **Work Environment:**

- Office setting
- Occasional travel may be required for meetings, site visits, or business development activities.

**UKB and native preference applies.**

**Job description is subject to change.**