SKILLS GAP ANALYSIS

Example Report - Finance Department
Analysis Date: October 22, 2025

EXECUTIVE SUMMARY

This skills gap analysis examines the Finance Department and compares current employee skills with those required to support the organization's strategic objectives. The analysis identifies critical gaps in financial software proficiency and advanced data analytics capabilities that require targeted training and development initiatives.

ORGANIZATIONAL GOALS & OBJECTIVES

Strategic Focus (Next 2 Years):
- Implement new cloud-based ERP system (NetSuite)
- Develop advanced financial forecasting capabilities
- Improve real-time financial reporting and analytics
- Enhance data security and compliance protocols

REQUIRED SKILLS BY ROLE

Role	Required Skills	Current Skill Level	Gap Level
Senior Financial Analyst (2 FTE)	Advanced Excel Python/SQL NetSuite ERP Data Visualization Financial Modeling	Intermediate Excel Basic SQL Legacy System Manual Reporting	HIGH
Financial Accountant (3 FTE)	NetSuite ERP Advanced Excel Automation Tools Compliance Reporting	Legacy System Basic Excel Manual Processes	HIGH
Junior Analyst (1 FTE)	Financial Analysis Excel Proficiency NetSuite ERP Business Acumen	General Finance Basic Excel No ERP Experience	MEDIUM

KEY FINDINGS

Critical Skills Gaps Identified:
- **NetSuite ERP Proficiency:** 100% of Finance staff lack hands-on experience (HIGH PRIORITY)
- **Data Analytics:** 75% of staff require upskilling in SQL and Python for automated reporting
- **Advanced Excel:** 60% of senior staff need training in complex modeling and VBA automation
- **Cloud-Based Processes:** Transition knowledge gap across all team members

Strengths:
- Strong foundational accounting knowledge across team
- Good compliance understanding and regulatory awareness
- Team receptiveness to learning new technologies

RECOMMENDED INTERVENTIONS

Phase 1 (Months 1-2) - Immediate Actions:
• Conduct formal NetSuite training for all Finance staff (external vendor)
• Internal knowledge transfer sessions on ERP best practices

Phase 2 (Months 3-6) - Development Programs:
• Enroll Senior Financial Analysts in SQL/Python data analytics course
• Establish advanced Excel workshops for staff requiring modeling skills
• Mentoring program pairing experienced staff with newer team members

Phase 3 (Months 6-12) - Continuous Improvement:
• Regular skills assessments to track progress
• On-the-job coaching and support during system transition
• Quarterly upskilling sessions on new features and compliance updates

RESOURCE REQUIREMENTS

Resource Type	Cost	Timeline	Expected Outcome
NetSuite Training Program	$8,000	Months 1-2	Full ERP competency
Data Analytics Course (2 staff)	$4,000	Months 3-6	SQL/Python proficiency
Advanced Excel Workshops	$2,500	Ongoing	Modeling & automation skills
External Coach/Mentor	$3,000	Months 2-6	Knowledge transfer support
Online Learning Platform	$1,500/year	Ongoing	Continuous skill development

SUCCESS METRICS & KPIs

• Training Completion Rate: Target 100% of identified staff by end of Phase 2
• Skills Assessment Improvement: Average 40% improvement in skills scores within 6 months
• Time-to-Competency: New hires reach proficiency within 3 months vs. current 6 months
• System Adoption: 95% of manual processes transitioned to ERP within 12 months
• Employee Satisfaction: Post-training feedback score above 4/5
• Productivity Gains: 20% reduction in financial close time by end of Year 1