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# Example of BM Analyst Job Description

Our company is growing rapidly and is looking to fill the role of BM analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for BM analyst

* Liaising with deal teams to capture and recoup expenses incurred while engaged in client business
* Engage on quarter-end related deliverables in partnership with RWA reporting teams
* Drafting review announcement memos and findings reports
* Compile and write business requirements, as needed
* Provide financial support for monthly and quarterly business reviews
* Data Quality activities – project set ups, rejects, uploads
* BAU responsibilities include expense and headcount data validation & reconciliations, updates in reporting system, maintenance of reference data, addressing BMs requests & system queries, vendor liaising
* Provide expertise and governance on the US LCR, NSFR, 5G and Internal JPM Stress Framework
* Stay abreast of changes in the regulatory initiatives in regards of liquidity and provide thought leadership on impact to CIB balance sheet management
* Run impact analysis from regulatory rule changes, proforma impact analysis for various internal JPM Stress assumption proposals

## Qualifications for BM analyst

* Assist in RWA forecasting and reporting, liquidity reporting and securitization reporting
* Knowledge of and experience with corporate & CIB’s MIS systems (e.g., Paragon, FDW) is desirable
* Skills should include strong technology acumen such as use of databases, excel
* Bachelor’s degree in Business or Business related field (Finance, Accounting, Economics)
* Supporting the control agenda to include appropriate checks and balances for manual and strategic data models, document procedures and update as required by reporting enhancements
* Assisting with the development and maintenance of an operating model by partnering with business counterparts and resolving issues