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# Example of Business Analysis Consultant Job Description

Our innovative and growing company is looking to fill the role of business analysis consultant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business analysis consultant

* Analyze general and administrative expenses for all business units of Company
* Analyze financial data to create new tools that can be used by Executive Management to assess cost structures across different assets, helping to better and more efficiently manage their businesses
* Create new benchmarking tools that can be rolled out to existing and future businesses
* Create consistent periodic reporting with efficiency recommendations to CFO
* Assist with business analysis, Request for Proposals, and other new business opportunities, as appropriate
* Work closely with company CFO and VP Financial Reporting on other projects, as requested
* Perform other duties and responsibilities to support Company growth as needed
* Work with staff to coordinate the quality assurance phases of test planning, testing, defect resolution, and test tracking
* Manage Business Review (MBR) Reporting process - Process management responsibility for data collection, reporting and analysis for monthly key business performance and health metrics
* Coordinate and execute on assigned payment card compliance projects with business process owners and cross-functional teams to assure successful analysis and remediation recommendations

## Qualifications for business analysis consultant

* Working with subject matter experts (SMEs), supporting the client project team and creating required documentation during the project lifecycle
* At least two to three years of experience as a GRC professional with risk and control framework management experience
* Financial services industry experience within an operational risk, compliance, internal audit, IT or third party risk environment
* Knowledge of relevant financial services risk and control management frameworks and risk reporting
* A track record in strengthening existing and developing new client relationships
* Strong problem solving and analytical skills and an ability to make decisions