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# Example of Business Analysis & Reporting Job Description

Our growing company is looking for a business analysis & reporting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business analysis & reporting

* Gather global data and prepare standard and ad-hoc HR reports, scorecards/dashboards, and analyses on key HR metrics utilizing MS Excel, MS Access, MS Word and MS PowerPoint
* Capture global data for executive presentations related to talent plans showing diversity data, recruiting data, promotions, terminations, These presentations are used for discussions with senior management in Asset Management and US Businesses
* Partner with the Human Resource Consultants and team members to develop and prepare meaningful reports and executive presentations in support of HR and business objectives
* Working with Risk, other bank partners, and other GSMA groups to maximize data intelligence
* Ceate, update and report priorities and objectives for Corporate Sector
* Prepare business review materials
* Manage administrative staff and look for areas to utilize admin team to create efficiencies in BAU utilize new technologies
* Approve expense and technology requests
* Create meaningful meeting agenda’s for CRRA management team and all-staff meetings
* Manage overall CRRA technology, asset and occupancy strategies

## Qualifications for business analysis & reporting

* Develop and facilitate materials for regular Business Reviews between GTAC and its various Business Partners and Banking Operations Management
* Develop and maintain business performance reporting program(s) with meaningful business analytics
* Develop, coordinate and deploy operations strategy, globally
* Engage is Innovation Programs and other Strategic Initiatives
* Must have a conceptual and practical understanding of full system development lifecycle (SDLC) and project lifecycle
* Ideal candidate must be self-motivated with a proven track record in Confluence Unity Platform