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# Example of Business Analysis & Reporting Job Description

Our company is growing rapidly and is hiring for a business analysis & reporting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for business analysis & reporting

* Function as a liaison working with stakeholders in order to elicit, analyze, communicate, and validate requirements for changes to business processes, policies and information systems
* Understand business problems and opportunities in the context of the requirements, recommends, and implements solutions that enable the organization to achieve its goals
* Ability to use A3 Thinking to identify the tasks, knowledge, and techniques required to determine and assess proposed solutions to business problems
* Develop new analyses, metrics and reports to provide insightful recommendations to supply chain analytics team members, senior managers, retail and various support departments
* Develop algorithms and new analytical models which transform a process into a data model
* Participate and actively engage in strategic initiatives which require analytic support
* Coordinate with Data Scientists to proactively seek learning and training opportunities to enhance data modeling
* Analyze a variety of data sources to provide insight into new business opportunities
* Utilize data expertise to recommend appropriate goals in the absence of specific business requirements
* Provide analytical and reporting support

## Qualifications for business analysis & reporting

* MIS or equivalent degree
* Expert on Excel (including pivot tables and macros)
* Minimum 3+ years in reporting/analysis or related analytical experience in Banking
* Bachelor’s degree in Accounting, Finance, Business Administration or any related field
* Proficiency in use of reporting and data analysis tools such as TOAD, SQL, and SSMS, , advanced skill in MSOffice products, Access and Excel is a plus
* Exceptional communication skills including oral, written and presentation