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# Example of Business Analysis Specialist Job Description

Our company is hiring for a business analysis specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for business analysis specialist

* Develop framework and dashboards for Book of Work including tracking, reporting and communication to development teams executive management
* Administer SharePoint sites including structure
* Collects, interprets, and analyzes data from stakeholders across his/her area of responsibility to support management decisions on day-to-day operations, improve inefficiencies, and enhance business performance
* Identifies and interprets current & emerging developments, variances, and trends
* Promotes the adoption and usage of standardized terminology, data collection methods & data analytics across various teams to harmonize approach and further business insights
* Recommends and documents process improvements to ensure consistency and reliability of metrics when conducting analyses across teams
* Collaborates with management to support the development & implementation of a business analytic framework to include forward-looking metrics and insights
* Collaborates with IT & other stakeholders to evaluate current state of data
* Participates in projects for metrics & analytics integration and implementation
* Develops and maintains staffing models

## Qualifications for business analysis specialist

* 8-12 years experience in requirements development, preferably 1-2 years at ESI or in the PBM industry
* Must have a minimum of 7 years of project/program Business Analysis experience in the Financial Services Industry
* Must have a minimum of 7 years of finance experience, including collateral pledging, securities, liquidity, regulatory and management reporting, risk management
* Must haveOracle Hyperion Financial Management (HFM), FDMEE, EssBase experience
* Must have demonstrated progressive IT working experience in business systems analysis in technology projects
* Bachelor Degree or equivalent with relevant experience in Computer Science, or other relevant discipline