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# Example of Business Analyst Assistant Job Description

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

## Responsibilities for business analyst assistant

* Work with Client Onboarding Subject Matter Expert to define and implement new processes, reconciliation controls and business requirements to support any required changes from global and regional COB initiatives
* Support and understand client data mapping analysis across different systems to identify consolidated client view
* Frame and drive data remediation / gathering efforts as and when needed around client data/ COB platform attributes to support change initiatives/
* Coordinate and participate in testing of platform enhancements that are developed based on prioritized changes requested from users
* Actively participate in ensuring and validating strong level of operational readiness in Client Onboarding Run The Bank teams as part of go-live transition on any of the above initiatives
* Provide transparency around progress status and key risks/issues being faced towards achieving success on the in-flight projects
* Establish strong partnership and collaborative relationships with global transformation teams and all involved groups in APAC (COB/AFC/Business etc) towards achieving the project outcomes within required timeframes
* Engage as change ambassador on a regular basis with the key stakeholders and staff at all levels in Client & Data Services across APAC locations to outline scope and impact of changes being worked on and address any associated queries
* Develop strong knowledge and understanding of systems/processes/organization in APAC including client data attributes across various platforms
* Help train, oversee and manage other members of team

## Qualifications for business analyst assistant

* Flexible approach and a team player with a constructive attitude and character to drive schedules and deliver in any challenge, with the ability to also be extremely effective independently
* Minimum 3-5years of progressive experience as a system consultant in a global organization
* Experience with SAP (preferably FICO module)
* Extensive experience in troubleshooting and managing user expectations
* SAP experience highly required, particularly SAP FICO area preferred
* Solid overall experience in the Banking/Finance industry of which at least 2 years should be in change/transformation space or associated with change/transformation initiatives