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# Example of Business Analyst & Reporting Analyst Job Description

Our company is looking to fill the role of business analyst & reporting analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for business analyst & reporting analyst

* Analyzing Business Requirements, designing, coding, testing, and supporting complex data processing through formal SDLC flow
* Completing documentation for regulator
* Design and prepare customer reports, dashboards and analysis
* Assist in/create business, data and workflow models
* Identify area of inefficiency in existing business processes, models
* Analyze business questions and deliver business answers
* Present conclusions for clients and build an excellent relationship with them
* Support and maintain the developed reporting solution
* Feel comfortable with complex technical IT systems and environments
* Wider responsibility in projects

## Qualifications for business analyst & reporting analyst

* Capability development – Support in building capability across the reporting life-cycle functions
* Innovation – Continuous improvement of existing scorecards and identifying opportunities for automation and data re-modelling
* Execute initiatives which could be group-specific, vertical or BU specific
* At least 2 years’ experience on work related to scorecards / dashboards / storyboards
* Analytical background with strong technical (Advanced MS office) and problem solving skills
* Strong business orientation and technology acumen