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# Example of Corporate Business Analyst Job Description

Our growing company is looking for a corporate business analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for corporate business analyst

* Documentation of requirements, use cases and recording of outcomes for assigned tasks
* Co-ordination of development, test and end user resources to ensure timely delivery of assigned project tasks
* Quality Assurance of development related to assigned tasks
* Reporting of progress to the team manager and project manager
* Administrative functions related to the initiation and estimation of work requests for the delivery team
* Work with IT management to understand “gaps” in our current business process, help implement solutions to fill the gap between the current and future state
* Lead internal and external teams to complete projects on time and within budget
* Clear communication of issues and progress to project teams and senior management
* Ability to create and maintain documentation supporting the projects in all phases
* Lead finance engagement with Finance and Business teams to enable full adoption and utilization of SAP platform including EC6 and BW, with the aim to drive standardization and automation of finance process

## Qualifications for corporate business analyst

* Excellent knowledge of SDLC process
* Ability to perform simple data analysis
* At least 1 year of experience in investment management
* Basic understanding of mutual fund industry and investment process
* Strong organizational skills with the ability to balance workload and priorities
* Strong quantitative and analytical skills with a detail-oriented approach