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# Example of Development & Business Analyst Job Description

Our company is growing rapidly and is looking for a development & business analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for development & business analyst

* Gathering budget planning data for all business development related activities within NSS
* Determining BD budget status by comparing and analyzing actual results with plans and forecasts
* Monitoring BD budget variances, identifying trends/issues, and recommending actions to management
* Recommending actions by analyzing and interpreting data and making comparative analyses
* Reconciling transactions by comparing data and making corrections as needed
* Compiling data and input for internal Business Development briefings
* Presenting data in a concise and organized manner
* Creating/entering CostPoint purchase requisitions on behalf of the Business Development Department
* Managing budgets for tradeshows, marketing efforts
* Extracting BD data from Costpoint systems and conducting data entry into Salesforce

## Qualifications for development & business analyst

* Work with Global Carrier Management Group to define / develop middle market retail client segment
* Mine SFDC data for opportunities that align with growth objectives
* Established network within digital media industry
* Fluent English, additional languages a bonus
* Must be eligible to work in the UK without restriction Fluent English is essential
* Experience in both consulting and corporate BD function is preferred