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# Example of MI Analyst Job Description

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

## Responsibilities for MI analyst

* Conduct ad-hoc financial analysis using a variety of software tools and prepare reports for senior management
* Assist with timely invoicing
* Assist with preparation of commercial cost proposals
* Work closely with program staff regarding financial management and corporate-wide initiatives
* Assist with preparation of supporting analysis for periodic project performance and revenue reviews
* Prepare and update forecasts on a regular basis
* Conduct analyses of project costs, risks, and contractual performance factors
* Review and validate bookings and backlog
* Review and maintain adherence to performance based contract terms
* Manage a workload of 5-10 large projects with comparative analysis and models

## Qualifications for MI analyst

* Combine and manipulate data from a variety of sources
* A good understanding of ITIL principles and qualified to ITIL Foundation Level (preferred)
* Comprehensive numeric skills, including the ability to interpret and analyse complex data
* Ability to Manage own time and priorities
* Excellent written and verbal communication skills and an ability to effectively communicate at a number of different levels
* University degree, basic knowledge of investment bank or banking compliance highly desirable