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# Example of Strategic Business Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of strategic 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 strategic business analyst

* Analyse data from key business drivers, competitive environment, trends and operating metrics
* Preparation of Cost Memos
* Consolidation and update of realised and comparison data
* Supporting the yearly processes like Asset Impairment analysis
* Supporting the Swiss Reporting (cost allocation process)
* Defining automation business requirements, documenting within story boards, coordinating with automation developers, coordinating user acceptance testing and supporting business deployment activities for new technology
* Identification and engagement of all applicable functional areas and subject matter experts in order to support the advancement of requirements and development activities
* Accountable for ensuring strategic alignment of automation initiatives across capabilities coordination with various functional areas to be able to support implementation
* Researches, analyzes, and explains current and past activity, expected trends, and potential effect of change
* Creates and maintains tools that will automate analytics, such as web-based reporting

## Qualifications for strategic business analyst

* Strong willingness to contribute across a variety of topics and tasks (mental agility)
* COO or business analysis experience in a bank highly desired
* Very strong communication skills – written and oral – in order to manage and build collaborative upward peer and subordinate relationships the ability to interact with and influence key senior leaders
* Supporting Technology workforce planning initiatives to ensure Technology is strategically resourced to meet demand
* Lead efforts to streamline Technology project financial reporting efforts including defining key reporting components, establishing executive-level summaries and overviews of investments, and ensuring reporting accuracy and quality assurance
* Assist with monthly/ quarterly forecasting activities on behalf of the TBM team