



Example of Associate Business Analyst Job Description

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Our company is looking for an associate business analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for associate business analyst

- Prepare and communicate an annual calendar with all available events for the Sales team
- Understand firm entertainment limits and validate expenses to date
- Ensure compliance with corporate or business partner limits
- Distribute tickets and any required instructions to the financial advisor prior to the event
- Order all catering so it is delivered at the start of the game or distribute any vouchers in advance of the event
- Prepare sign in sheet so event host can confirm his/her attendance and that of the financial advisors for recordkeeping purposes
- Be prepared to address any questions or concerns that an event host may have during the event
- Assists with gathering and interpreting data with various levels of problem solving
- Identifies problems and opportunities and recommends solutions
- Creates reporting and metrics

Qualifications for associate business analyst

- Implement a robust DQ control gate for all new data feeds to ensure the DQ is transparent and positioned for remediation
- Implement DQ as part of the data discovery process to accelerate identification of quality gaps when sourcing new data for regulatory reporting

- 5+ Year experience in asset management area of financial services
- Have strong concepts of funds, global custody and portfolio accounting