



# Example of Banking Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of banking analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for banking analyst

- Analyze and clear position exceptions between accounting system, trade management system and custodial bank
- Acts as the business partner for Wickes stores, ensuring that banking processes are communicated clearly, and support is given to resolve issues or discrepancies
- Daily analysis of sales and banking issues to enable corrective action
- Ownership of reconciliation between Sales, Cash and Accounts position
- Responsible for implementing process changes to simplify and streamline processes while maintaining accuracy
- Ensure bank accounts are reconciled in a timely manner and discrepancies are identified, investigated and, when appropriate, escalated
- Assist in the improvement and automation of cash and bank reconciliations
- Report on cash levels and cash locations to allow visibility of cash across the group
- Highlight risks relating to cash and cash management to the business by analyzing bank reconciliations for possible fraud and recommending action
- Support the production of treasury reporting, at the direction of the Group Treasurer

## Qualifications for banking analyst

- PC Skills – knowledge of Microsoft suites is required

- Quality written and communication skills
- Flexibility to meet changing priorities and demands
- Communication to work closely with department manager, vendors and project coordinators