



# Example of Business Analyst & Reporting Analyst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is hiring for a business analyst & reporting 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 business analyst & reporting analyst

- Take ownership of the BAU requirements and issues and escalate to the leads where appropriate
- Interface with Business Users to understand requirements, functional analysis and design of end-to-end business work flow
- Contribute to the User Training activities and workshops
- Provide inputs and direction to the lead business analyst or project manager when planning the Implementation Phase of the project
- Maintain and approve changes to the company's physician demographic database
- Participate in the coordination of the annual budgeting process
- Create, manage, and document databases, including troubleshooting processes
- Devise methods for data collection, research, data interpretation, and analysis
- Manage multiple, simultaneous projects and prepare presentations of findings and recommendations
- Maintain proper working order and integrity of databases

## Qualifications for business analyst & reporting analyst

- Development of new and enhancement of existing testing programmes to check the completeness and correctness of trades being reported to Global

- Knowledge of current regulatory environment (DFA, EMIR, MIFID ....) would be a plus
- Expert in Data Visualization & Dashboarding Tools
- Bachelor's Degree, 3-5 years of total experience
- Highly proficient in utilizing Business Objects for reporting