



Example of Business Reporting Analyst Job Description

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Our company is looking to fill the role of business reporting analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for business reporting analyst

- Utilize Access, Business Objects, SQL, Teradata, and other data management systems to prepare monthly, on-demand, and ad-hoc reporting and analytics
- Monitoring the effectiveness of staff performance ensuring expected performance levels are met and manage as appropriate
- Work directly with decision makers and end users to understand and define current and possible future reporting goals, needs, and requirements
- Design, develop, publish, and maintain management reports and dashboards
- Make sure the reports and dashboard include actual results budget, forecast, and prior year information
- Continuously identify automation and process improvement ideas and implement
- Document and maintain processes related to all standard reporting
- Train end users as necessary and teach them how to use or prepare management reports
- Production support and Change request formulation to reduce Support
- Analyze all business processes and ensure compliance to all controlled processes according to business requirement

Qualifications for business reporting analyst

- 7-10 years banking experience working in an application development organization as Solution Designer and/or Functional Analyst focused on

- Clear understanding of Reporting requirements to create Business Requirement Document (BRD) for development and testing
- Strong analyst skill to transform BRD to Functional Specification Document
- Strong User Management capability
- An understanding of Change Management principles, within a banking environment
- FX business and OTC Derivatives exposure/knowledge