



Example of Office Analyst Job Description

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Our innovative and growing company is searching for experienced candidates for the position of office analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for office analyst

- Assist daily profit/loss and risk analysis
- Design and code ad hoc and permanent reports and processes in the firm's proprietary portfolio management system
- Manage the FO Regional application landscape, with clear understanding of the main process supported and the relevant integration flows
- Support the Application Competence Manager in interacting with Business Solution Global team to properly address the FO Regional business requirements and to enforce at regional level the adoption of global standards supporting the periodical roll-out projects
- Work closely with County IS managers and Business analysts to understand business processes and requirements at local level for the FO area
- Collect for FO scope document, normalize and prioritize the requirements at Country level to be able to provide at the Global Business Solution team a consistent and consolidated view of the Regional and to negotiate (under a fact-based approach) the Regional specifics against the global template
- Develop for FO part and maintain business process / application map at regional level and with all the specific country application
- Enforce for the FO the application and the respect of a clear application governance that allow to manage at Regional level the full change management process and to provide strict guidelines in relation to changes requested at local level around any configuration or integration flow
- Interact directly on FO part with the Regional and with Global Application support team in case escalation due to the specific application malfunctions

- Ensure the Country IS team is properly trained on FO areas and to support the local business processes and local requirements gathering

Qualifications for office analyst

- Associates Degree or equivalent in Finance/Accounting
- Experience with re-occurring data tracking, reporting and forecasting (preferably with
- Bachelor's degree or higher in Finance/Accounting
- MBA or Masters in Finance Required
- Strong leadership ability to work with manager and above levels to collaborate on assignments present results
- Excellent interpersonal skills and ability to adjust to a diverse and evolving process and needs