



Example of Office Analyst Job Description

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Our company is growing rapidly and is looking for an office 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 office analyst

- Manage stakeholders across business
- Prepare or work with financial forecasts to provide financial recommendation to business
- Prepare financial policies towards cash or receivables management minimizing risks (foreign exchange, counterparty)
- Establish relevant risk limits (investments / borrowing or credit)
- Propose financial instruments to mitigate risks
- Cooperate with banks manage bank relationships
- Be exposed to an international environment with a high diversity of currencies, financial transactions, processes and contacts
- Other duties as needs arise
- Manage the hedging of group and HQ currency risks
- Prepare the reporting of group wide hedging activities to Head of Treasury

Qualifications for office analyst

- University degree in IT, Business Information System or equivalent
- Minimum 8-year experience in IT, with at least 5-year experience in retail business analysis (luxury retail preferred)
- At least 5-7 years with relevant business analysis experience in financial institutions
- End-to-end system development life cycle (SDLD) experience from

- Able to provide high level, complex BRD and FSD in response to business
- Strong background and experience in both Agile and Waterfall methodologies