

Job Description – Business Analyst

Role description:

The Business Analyst will be responsible for analyzing business processes, identifying areas for improvement, and developing strategies to enhance operational efficiency. This role requires an individual with significant experience as well as strong analytical skills, effective communication, and the ability to work collaboratively with cross-functional teams. The business analyst should have experience with data quality, data analysis and data management.

Key Responsibilities:

- Conduct detailed analysis of business processes and workflows to identify opportunities for improvement
- Facilitate meetings and workshops to gather and document business requirements, ensuring a clear understanding of stakeholder needs
- Develop process maps, flowcharts, and other documentation to support business processes
- Using SQL and advanced Excel to analyze data to identify trends, issues, and opportunities for optimization
- Translating complex business scenario's into User Stories/Business Requirements Specifications & Data Analysis Presentations.
- Prepare and present reports, proposals, and recommendations to stakeholders and senior management.
- Engaging with and supporting the full end-to-end data management process: including business requirements analysis, source data analysis, target data model requirements, definition of business and data rules, data mappings, reporting on data anomalies and seeking business resolution and remediation
- Defining and testing BI and analytics requirements

Personal Attributes:

- Detail-oriented and highly organized.
- Strong problem-solving skills and a proactive approach to challenges.
- Ability to work independently and as part of a team.
- Adaptable and open to change in a fast-paced environment.
- Strong ethical standards and a commitment to confidentiality.
- Excellent communication and interpersonal skills, with the ability to interact effectively with stakeholders at all levels.
- Attention to detail, while having the ability to understand broader business context.

Qualifications & Experience

1. Bachelor's Degree, in Computer Science, Information Technology or BCom is preferred
2. Minimum of 5 years' experience as a Business Analyst or in a similar role.
3. Minimum of 5 years' experience as a Data Analyst or similar on the Data Management project
4. Strong hands-on SQL experience for the purposes of interrogating data
5. Experience with Microsoft SQL Server technologies: Analysis Services, T-SQL, Integration Services and Reporting Services.
6. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Visio) and other relevant software.
7. Strong analytical skills with the ability to interpret complex data and provide actionable insights
8. Experience with BI reporting tools
9. Experience documenting and testing data quality assurance processes
10. Good understanding in the areas of database and data warehouse design.