

JOB DESCRIPTION- BUSINESS ANALYST

JOB TITLE: Business Analyst	DEPARTMENT: Research and Business Intelligence
REPORTS TO: Manager, Research and Business Intelligence	
GENERAL ACCOUNTABILITY:	
The Business Analyst will report directly to the Manager, Research and Business Intelligence. This position will be responsible for the in depth review and analysis of proposals and plans, generation and analysis of primary data in support of opportunity development and curation of private sector business opportunities	
NATURE AND SCOPE:	
<p>The position is research based and involves the use of established and in-house developed tools for the analysis of investment opportunities and the development of related material necessary for the marketing of those opportunities. There will also be the creation of business cases/opportunity profiles as well as review and analysis of business proposals/plans to ensure that information submitted is in keeping with the information required by InvesTT's business plan evaluation process.</p> <p>The Business Analyst must be comfortable communicating with stakeholders through all mediums as the position involves constant communication with stakeholders and clients as necessary.</p> <p>The Business Analyst will also be required to visibly support the company's goals and objectives and use initiative and cooperation to demonstrate alignment.</p>	
KEY RESULT AREAS INCLUDING STANDARDS OF PERFORMANCE:	
<ol style="list-style-type: none"> 1. Identify prospective business opportunities, through market scanning within the local environment. These opportunities must be suitable for promotion as investment opportunities to local and foreign investors. 2. Identified opportunities would be built out according to approved templates utilising information that already exists and where they do not exist the Business Analyst will be responsible for sourcing through Primary data gathering. 3. Analyses new business proposals <ol style="list-style-type: none"> i) Aid in the execution of market/financial feasibility studies in order to facilitate completion of the business plan/project proposal ii) Fully vet submitted business plans against the due diligence template to increase the likelihood of its acceptance by investTT. iii) Identify further information that may be missing from project proposals from tenants/investors 4. Execute Research Studies as assigned. Research studies can be in-house or completed through the use of Subject Matter Experts. 	

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5. Assists in the preparation of reports, strategic plans and divisional budgets:
 - a. Provides financial data and analysis relevant to divisional plans as per supervisor.
 - b. Provides feedback and input in the strategic planning of the department.
6. Liaise with external research contractors, other Governmental analysts and policy colleagues during the course of any research.
7. Visibly supports and champions the Company’s goals and objectives and uses initiative and cooperation to demonstrate alignment.
8. Complies fully with the Company’s policies and procedures, and adheres to the Company’s Core Values and Charter of Business Ethics by daily demonstration of associated behavior.

The above key result areas are not to be interpreted as all inclusive, and the incumbent will be expected to comply with the requests to perform other related activities as determined

EDUCATION AND EXPERIENCE

Minimum Acceptable Academic/Technical/Professional Qualifications.

Bachelors Degree in Business Management, Finance, Economics or related discipline.
 Master’s degree and/or MBA is not necessary but would be an asset

Minimum Number of Years of Relevant Experience

Minimum of Three (3) years’ work experience
 Experience in the start-up or expansion process of companies would be an asset.
 Experience in Financial Modeling and or Econometric Analysis will be an asset

Person Specifications

- Computer Literate with experience in the use of Microsoft Office
- Excellent Oral and Written Communication Abilities
- Strong Analytical Skills
- Interpersonal Skills
- Multitasking and Time Management Capabilities
- Leadership Capabilities

AUTHORIZATION/CONFIRMATION

Vice President	Date approved	
President	Date approved	
Manager, Human Resources	Date approved	Date reviewed