

## Terms of Reference - Assistant Analyst

### General Terms of Reference

- A bank data analyst refers to an individual who is professionally saddled with the responsibility of evaluating the financial and management aspects of the organization in order to determine the cost and time effectiveness of each function.
- Responsible for carrying out analysis of work systems, procedures, information, and documents of a bank.
- The job description entails gathering, processing, storing, and managing data that involve the transaction and other activities of the bank.
- Analyze the work system, procedures, or data of a bank with the major purpose of finding and examining the efficient and inefficient areas within the work system.
- Responsible for designing, compiling, and populating the data management sheets of the banking sector or organization, and presenting these data management sheets on a monthly basis to the head of his/her department, or the upper management.
- Receiving monthly data from the management, analyzing monthly data in order to prepare and compile a set and accurate monthly report, and populating the banking databases with product data.
- Analyzing data, providing and reviewing monthly audit of cost savings, and liaising and working in relation with the finance department regarding invoices.
- Predicting market trends and forecasting the risks and opportunities that are rising from the dynamic nature of the economy; analyzing and studying the income and expense trends of the bank, and suggesting measures for the organization to reduce expenses and boost income.
- Planning and coordinating activities with data administrator in order to ensure regular and accurate update of databases, validation of data, and fresh additions.

### Skills:

- Well-developed written and verbal communication skills
- Excellent logical thinking, analytical, and problem-solving skills, which enable the bank data analyst to efficiently interpret given data
- Excellent time management skills, as a bank data analyst is required to complete several tasks within given deadlines

### Academic qualifications:

- A Bachelor's degree in Banking, Finance Management, or Business administration, or in any other related discipline.
- Experience not required