



Role: BUSINESS ANALYST

JOB SPECIFICATION

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|-----------------|-----------------------------|
| Entity | : Sectional Title Solutions |
| Location | : Bryanston, Gauteng |
| Employment type | : Permanent |

ROLES AND RESPONSIBILITIES:

- Gather critical information from meetings with various stakeholders and produce useful reports.
- Contribute to new project planning, budgeting, and overall strategy.
- Support the establishment of key performance indicators for the Group.
- Analyse projects, initiatives and enhancement data and produce insights to optimize performance.
- Assist with problem-solving and generating solutions for bottlenecks and other issues and problems across the group.
- Financial modelling of new projects, valuations, lending and financing structures, including risk analysis.
- Assist ExCo with:
 - Data and performance statistics.
 - Due diligence background work.
 - Compiling and distributing reports.
- Support the implementation and project planning of projects and initiatives.
- Provide adhoc analytics and data as required.

DESIRED EDUCATION, EXPERIENCE, SKILLS AND ABILITIES:

| Skills | Education | Experience |
|---|--|---|
| <ul style="list-style-type: none">• Able to write meaningful reports.• Ability to work with complexity and be solution-oriented.• Self-starter with a high level of energy.• High level of integrity• Detail-oriented.• Effective communication skills.• Intermediate to advanced MS Excel skills.• Ability to work independently and in a team. | <ul style="list-style-type: none">• Relevant undergrad degree majoring in finance.• CFA | <ul style="list-style-type: none">• A minimum of 3 years' experience supporting similar activities in either an investment or banking environment.• Extensive data analytics experience. |