



JOB TITLE: Zonal Business Analyst - Western Zone

Reporting to: Zonal Manager

Job Purpose

The Job Purpose is to be responsible for zone market analysis, analyzing both product lines and the overall profitability of zone business branch-wise. In addition, zone business analyst is responsible to develop and monitor data quality metrics and ensure business data and reporting needs are met on time. Develop, analyze, and present zone performance and advise areas that require improvements. The end goal is to provide financial insights that help the decision-making process and align capital and resource allocation within the zone budget. The Business Analyst should also drive fresh initiatives for financial planning.

Accountabilities

- Full responsible for branch performance review through data analysis against zone sales targets and annual budget.
- Present data review to zone managers and other zone leaders by clearly showing performance and suggesting areas of improvement.
- Conduct market analysis, analyzing both product performance and the overall profitability of the business at the branch level and at the zone level.
- Develop and monitor data quality metrics and meet business data and reporting needs.
- Work with branch managers to identify key areas of improvement in relation to branch performance.
- Assess the quality of service, and branch equipment needed for work and ensure the same is well discussed with the manager and escalation to the zone manager is done where needed.

- Support zone manager in identifying opportunities available in cost saving, process efficiency, people productivity and new businesses.
- Interact with branch management to understand key operational and business challenges and work together to derive solutions.
- Responsible for business forecasting and budget analysis working in developing proposed zone and branch budget, participating in positively defending the budget and accepting constructive improvement required.
- Translate the approved budget into actionable targets line by line and cascade the same to branches with a clear sale target.
- Conduct zone sales and business meetings and invite respective business units at head office to participate where necessary.
- Responsible for all zone business reports for MIS at zone, branch support and reports that may be required to go to Head Office.
- Perform any other duties as assigned by the zone manager.
- Timely and accurate business and data support
- Relationship management with zone, branch, and head office
- Business performance review
- Data analysis and insights
- Building positive working relationships and team player
- Good communicator
- Innovative and good planner/Organizer

Education Experience, Knowledge and Skills Required

- Degree in business-related or it's equivalent.
- Any course in business analytics and data management will be an added advantage.
- At least 3 years in business performance analytics
- Business and data management
- Good reporting skills
- Excellent communication and presentation skills
- Data management
- Adaptability
- Teamwork

Deadline: 17th July 2023

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