

ROLE PROFILE

Position Title: Analyst Reporting	Reporting to: Specialist Planning
Business Unit: Finance	
Division: Financial Planning & Reporting	Department: Planning & Reporting

A. ROLE AND CONTEXT

Purpose: This role supports the coordination of planning processes—Business Plan, Budget, and Forecasts by ensuring alignment with business units and implementing planning logic in tools. It also focuses on delivering timely, accurate management reporting and consolidated insights to enable informed decision-making by leadership.	Functional Context: Finance plays a critical role in both day-to-day operations and the strategic management and growth of the Ooredoo Group. It manages operations within Qatar and supports Ooredoo Group with planning and performance management and provides M&A support. This ensures growth plans are financially sound and profit targets are achieved within acceptable risk levels.
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B. ROLE ACCOUNTABILITIES

- Supports in the creation of reports tailoring to the needs of the BUs.
- Defines and proposes the structure and look for the standard part of the BU-Report including financials and non-financials, KPIs and ratios, developments and comparisons against Budget, last year and actual forecast, including also the “disposed” values in the financial part of the report.
- Aids on adapting reports to new products and new channels to provide different perspectives on the analysis of financial performance of OQ.
- Supports the analysis deviations versus budget and provides results to manager.
- Compiles the reports of financials and non-financials to the needs of the management team and the different BUs.
- Aids on developing on time with high accuracy all necessary reports and automates as much as possible from the process.
- Supports on producing every month a different “special interest” report that helps understand the main deviations or developments affecting Ooredoo Qatar or changes impacting telecom industry.
- Prepares results of financial performance to be shared with BUs and with management.
- Supports in the preparation of high level deviation analysis for all the company.

C. SCOPE AND INTERACTIONS

Direct Revenue Responsibility: No Direct Budget Responsibility: No Direct People Management Responsibility: No	Primary Interactions (Internal/External)	
	Internal Relationships: Cross Functional	External Relationships: Business Partners

D. KEY PERFORMANCE INDICATORS (KPI)

- Satisfaction of the BUs with all reporting support and Business Performance products
- Number of mistakes found in the logic or calculations of these product
- Level of granularity of the reports produced and number of perspectives covered (channels, products, BUs...)

E. EXPERIENCE, QUALIFICATIONS AND SKILLS

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Minimum Experience, Essential Knowledge & Skills 5 years' experience in a similar role. Experience in working on financial reporting for a large telecommunications company.	Minimum Entry Qualifications Bachelor's Degree in Finance, or Accounting, or Business Administration Preferred Certifications / Other Qualifications MBA, ACCA, CMA, CPA etc.
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<u>Technical Competencies</u>	<u>Required Level</u>	<u>Behavioural Competencies</u>	<u>Required Level</u>
BUDGETING & PLANNING	Advanced	Customer Focus	Intermediate
FINANCIAL ANALYSIS & TELECOM ECONOMICS	Intermediate	Creative Thinking	Intermediate
MARKET INTELLIGENCE	Intermediate	Quality and Continuous Improvement	Intermediate
BUSINESS ANALYSIS	Intermediate	Promoting Teamwork	Intermediate
PROCESS MANAGEMENT	Intermediate		
Competency Level (Reference Range)	Basic Low >----->	Intermediate ----->	Advanced ----->
			Expert ----->High