

HR FORMS

JOB DESCRIPTION

2019



Job title:	Business Analyst	Version date:	1.0
Business area:	Change	Job family:	Change/IT
Reporting to:	Head of Change	Approved role?	Y
Job holder:	N/A	Code staff?	N/A

Purpose

- In this role you will undertake investigation, analysis, review and documentation of all or part of a specific business process in terms of business functions and processes, application functionality and change recommendations.
- Operating as part of the Change Team, you will support the client delivery strategies to facilitate business change throughout the company.
- You will define requirements in order to improve any aspect of the current process / systems and the quantifiable business benefit. Work will include the creation of viable specifications and acceptance criteria in preparation for the reconfiguration of specific legacy applications aligned to new business process.
Your job will also include supporting the in-house development team as part of the software release life-cycle. This includes documenting functional specifications, compiling user stories and supporting the delivery and implementation of releases.

Principal accountabilities:

- Maintain a thorough understanding of the Curtis Banks agreed Operational and Organisation models in order to design/ re-engineer and document business processes in alignment with them.
- Define, analyse and document a set of Business Requirements within a project and agree them with Senior Change Management.
- Support the development team during the software release life-cycle. Document functional specifications, compile user stories and support the delivery and implementation of releases.
- Identify Business opportunities, and where appropriate, challenge and recommend changes to the Operational and Organisation Models
- Embed deliverables into Curtis Banks, achieving a consistent, resilient and reliable service, whilst ensuring that all business benefits can be realised.
- Comply with the agreed development methodology and standards

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- Implement effective communication processes to support and manage the smooth and integral delivery of projects and resolve any conflicts of interest.

Qualifications

- BCS (ISEB) Business Analysis Diploma or equivalent is desirable
- 5 GCSE's (or equivalent) at grades A-C (or equivalent) to include English and Maths

Knowledge

- Advanced knowledge of MS Office products including Word, Excel and Visio is essential. Knowledge of SQL Server Management Studio is desirable.
- Good technical knowledge of pension administration systems (SIPP, SSAS) including database structures is desirable.

Skills and Experience

- 3 years' experience as a Business Analyst is essential.
- A background in financial services and knowledge of the financial services regulatory environment and strong understanding of risks and controls is essential.
- Specific knowledge of the pensions industry is desirable.
- Being able to effectively manage internal and external relations, together with exchanging routine and non-routine information clearly and concisely is required.
- Applicants must pose a high degree of interpersonal skills and be able to prioritise workloads on a daily basis to ensure that projects are delivered successfully to specific deadlines.

Declaration

It is a requirement of Curtis Banks that its employees are aware of and conform to legal requirements in all activities, both internal and external. Implicit in this is that all managers and staff not only conform to the appropriate standards in terms of Health and Safety, but also work to the highest standards of business ethics.

- I acknowledge that I have read and understood the above Job Description.

Signature & Agreement:			
Employee signature:		Date:	
Manager signature:		Date:	