



## Job Description

<b>Job Title:</b>	<b>Business Analyst (12 m. fixed-term contract)</b>
<b>Department:</b>	Business Transformation Office
<b>Reports to:</b>	Head of Business Transformation Office
<b>Direct Reports:</b>	No
<b>Certified Person:</b>	No
<b>Budget Responsibility:</b>	No

### Purpose of role:

The role will be part of the Bank's small project management team which has responsibility for the execution of change across the whole of the UK organization. The Business Transformation Office ("BTO") co-ordinates full project life-cycle delivery and provide oversight, guidance, and best practice change-delivery principles to the rest of the Bank as required.

The role will support the Bank's strategy by assisting project managers and internal and external stakeholders in the process of; interpreting and capturing business requirements for change, gaining an understanding of the desired outcomes, assessing risks and potential issues, and helping to develop solutions. Then ensuring that the testing of any new initiative is planned, prepared for, and executed on time and that all issues are logged and escalated to the appropriate parties. There will be reporting, including feeding into presentations prepared for Executive and Board level committees as necessary.

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### Primary Responsibilities of Role

#### A) Requirement gathering

- Business requirements gathering – in conjunction with the project owners, preparation and completion of scope documents for projects and other change initiatives. Contribute to the completion and presentation for sign-off of the Business Requirements Document (BRD).
- Process flow creation - helping business users and other parties such as external vendors or FBN IT to map out and understand the existing processes. Document process flow diagrams and obtain sign-off from users and senior management.
- Assisting in workshop facilitation – working with internal and external stakeholders to document solutions or problems. Log, track and follow up on any actions which come out of these sessions.

#### B) User Acceptance Testing

- Assisting the scheduling of user acceptance testing (UAT) – ensure testing strategy is documented and understood by all parties.
- Ensure that test scripts are produced by the relevant parties, are of a good standard and map back to the requirements of the projects. Ensure that scripts are signed off in advance of the commencement of the testing.
- Co-ordinate the timetable for the UAT with the project lead – ensure that environments are available, and any other pre-requisites and interdependencies have been defined.
- Issues logging and escalation to the appropriate parties, track completion – ensure that any outstanding points are properly assessed and prioritized and that the project lead is aware.
- Under guidance, write up test-results, including articulation of any workarounds left outstanding.



- Assist business areas in developing standard testing scripts using the same principles as above which can be used for regression testing.

### C) Project support

- Coordination of vendor on-boarding with vendor owners. As part of the project support, assist with collation of responses from prospective suppliers, preparation of evaluation and vendor comparisons. Contribute to the supplier recommendation and business case preparation.
- Coordinate and collate the completion of FBN due diligence requirements for vendors, where required. Ensure evidence is filed appropriately.
- Status reporting – assist in the completion of regular project status reporting or updates.
- Contribute to project closure documentation including identification of lessons learnt.

### Individual Conduct Rules:

- **Rule 1:** You must act with integrity.
- **Rule 2:** You must act with due skill, care, and diligence.
- **Rule 3:** You must be open and cooperative with the UK FCA, the PRA, and other regulators.
- **Rule 4:** You must pay due regard to the interests of customers and treat them fairly.
- **Rule 5:** You must observe proper standards of market conduct.

### Professional/Academic Qualifications:

- Desirable but not essential: University Degree in a related discipline (Banking, Finance, Business, etc.)

### Experience/Knowledge

- A minimum of 3 years' experience in the financial services sector ideally in a small, international bank.
- Preferable 3 years' experience of working as a Business Analyst.
- Experience of coordinating User Acceptance Testing is a distinct advantage
- Demonstrate awareness of standard business practices and an ability to quickly understand the business, its products, and services; internal systems, processes, and procedures
- Experience of producing MI and feeding data into project management and progress reports

### Technical Skills:

- Excellent research and analytic skills.
- Foundational knowledge of process mapping
- Excellent attention to detail
- Ability to communicate complex concepts into simple language.
- Good technology knowledge would be highly beneficial as well as the ability to translate business requirements into technology requirements.
- Excellent experience of working with Microsoft Office tools – Excel, PowerPoint, Word, Visio, and Project.

### Interpersonal and Organisational Skills:

- An effective communicator with the ability to enquire and understand user requirements and to translate technical terminology for the user and vice versa.
- An engaging and persuasive approach when dealing with internal or external parties who may have competing deadlines and priorities, ensuring they are “bought-in” to the project.
- A “starter-finisher” – ensure that any task allocated is seen through to the very end and to a good standard.
- Ability to work accurately under pressure and against deadlines.



- Ability to analyse data and make conclusions and recommendations
- Initiative: Showing a preparedness to overcome constraints, applying a lateral thinking approach to problem solving.
- Able to manage own workload, and priorities, plan actions and monitor progress.
- Building positive and open work relationships. Co-operating and liaising with others to achieve goals.
- Team Player with demonstrated ability to work effectively in a team-oriented environment

Languages: Fluent written and spoken English.

Signed:

Date: