



FirstBank UK is a globally recognised, successful bank who provide world-class services to various institutions and individuals. Offering a comprehensive range of retail and corporate financial services/products, this thriving business boasts over 10 million active customers in over 700 business locations. Due to growth and demand within the business, we are now looking to acquire the services of an experienced Business Analyst in our Business Transformation Office.

The role is supporting the Bank's project management function – the Business Transformation Office (“BTO”) which has responsibility for the management and execution of change across the whole of the UK organization. BTO co-ordinates full project life-cycle delivery and provides 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 interpreting and capturing business requirements for change, gaining an understanding of the desired outcomes, assessing risks and potential issues, and helping to develop solutions. The role will then ensure 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 is also a reporting task, including feeding into presentations prepared for Executive and Board level committees as necessary.

Responsibilities

- Business requirements gathering - preparation and completion of scope documents for projects and other change initiatives. Completion and presentation for sign-off of the Business Requirements Document
- Mapping of requirements against technical solutions, ensuring that all parties have a common understanding of expectations
- Workshop facilitation – working with internal and external stakeholders to document solutions or problems. Log, track and follow up on any actions on these sessions
- Assisting the scheduling of user acceptance testing (UAT) – ensure testing strategy is documented
- Ensure that test scripts are produced to a high standard, and map back to the requirements of the projects
- Co-ordinate the timetable for the UAT with the project lead – ensure that environments are available, and any other pre-requisites 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
- Write up test-results under guidance, including articulation of any workarounds left outstanding
- Vendor on-boarding – collation of responses from prospective suppliers, preparation of evaluation and vendor comparisons

Experience and knowledge

- Experience within a small, international bank will be highly desirable
- Proven experience as a Business Analyst or similar is required
- Background working in technology – experience working with IT principles and business requirements – experience coordinating UAT is a distinct advantage
- Experience and confidence producing MI and working with data

In return we offer a fantastic benefits package including:

- Up to 10% employer pension contribution
- Life Assurance Cover
- Income protection
- Private Medical Insurance plan (upon successful completion of probation period)
- Contribution to glasses/contacts and eye testing
- Gym subsidy (up to £50 per month)
- Cycle to work scheme
- Employee Assistance Program
- Interest Free season ticket loan for travel
- Birthday Leave
- 25 days annual leave, rising to 28 after 3 years and 30 after 8 years' service
- Give As You Earn (GAYE)