

ROLE DESCRIPTION

Job title	Business Analyst	Role Holder:	N/A
Reporting Lines:	Head of Business Analysis	Location:	London

1. Purpose

Working within the Change function, this role will support the delivery of key strategic projects and continuous improvement. The Business Analyst will align information technology systems with business operations by analysing and developing integrated software solutions.

This role will work closely with the business units to gain in-depth understanding of stakeholders' business processes, services, roadmap and the context in which the business area operates. The role acts as an intermediary, liaising between different functions of the business, and between the business and IT.

2. Responsibilities

- Analyse business and system requirements, functional & non-functional.
- Perform system analyses on software programs, applications, and web services
- Identify requirements to integrate new systems, programs, and applications with business operations and services.
- Analyse and document Finance and IT data mapping and processes.
- Identify, document and validate process and system controls.
- User stories and Acceptance criteria. Provide and support the implementation of key strategic projects and IT Processes.
- Provide ongoing support to the business for continuous process improvement
- Build relationships and partnerships with key stakeholders.
- Support the testing of business and system changes.
- Collaborate with vendors, developers and business users to implement requirements.
- Champion an agile mindset and ensure industry led best practices are utilised
- Update and manage requirements in the Backlog.
- Support system integration processes.

3. Essential Skills & Requirements

- Strong level of experience working as a Business analyst role within the London insurance Market.
- Understanding of the Software Development Lifecycle.
- Experience in business analysis and work on systems analysis.
- Experience in working closely with the business to solve problems.
- Ability to engage both developers and business partners to achieve target outcomes; an ability to interact with all layers of the business
- Experience in converting business requirements and functional requirements to user stories.
- Experience of working as part of a scrum team and conducting agile events.
- Good understanding and experience of end-to-end project delivery.
- Expert in the use of Microsoft Visio.
- Proficient in Microsoft 365 (Word, PowerPoint, Excel, Outlook, Teams).

4. Preferential skills

- Working knowledge of the London Market Insurance industry
- A Business analysis accreditation.
- Strong risk assessment, problem resolution, negotiation, and influencing skills.
- Demonstrated knowledge of both traditional Waterfall and Agile/Lean methodologies.
- Experience of Data Mapping.