

Accountability

Collaboration

Determination

Integrity

Recognition

ROLE PROFILE	
JOB TITLE: Senior Business Analyst	REPORTS TO: IT Program Manager
DEPARTMENT: IT Development	DIVISION: Support Services
COMPANY: TTT Moneycorp Limited	
ROLE PURPOSE: Business analysis and project management function in the IT development team. To be responsible for planning and scoping of system/reporting requests and the primary contact for the projects. Ensure business requirements are scoped, costed and consistently documented in detail. Liaise with business stakeholders to ensure that the development effort is fully scoped, tracked and communicated.	
ROLE REQUIREMENTS	
Please note your job and role title may be changed subject to operational requirements.	
Key Accountabilities	Key Activities / Decision Areas
Business analysis and project management for IT development	<ul style="list-style-type: none"> > Maintain a current documented overview of assigned projects > Work closely with the IT Program Manager, development team and stakeholders > Maintain the business standards for business analysis and project management > Work with and support other members of the Business Analyst/Project Management team.
Project planning for IT development	<ul style="list-style-type: none"> > Work with stakeholders from all business units as well as third party companies to define and document business processes and software requirements > Support business users and management in optimizing the scope, benefits and risks of proposed projects > Act as the liaison between the onshore and offshore development teams and the stakeholders > Monitor project progress by tracking activities; resolving problems and recommending actions > Identify and manage resources and assign responsibilities across the development resource > Work with the team to ensure that deadlines are met and scope is adhered to > Produce project plans and project reports and keep them up to date throughout the project timeline > Identify risks when they come up, log them in the risk register and take appropriate action to minimise the impact on the project > Identify scope for change and analyse the impact of change requests > Ensure change requests go through the defined authorisation process prior to implementation > Work with the QA team in the creation of test plans and monitor the testing process from release to UAT to Live > Produce and accurately document release notes and communicate them to the target audience > Schedule production releases between the business users, and IT teams

Business Requirements	<ul style="list-style-type: none"> > Draft and review business requirements > Ensure Specific Product Requirements are developed and signed off by the business sponsors > Follow sign off process and ensure that specific requirements are developed
Working to targets	<ul style="list-style-type: none"> > Achieve activity targets set by the IT Program Manager
Objection handling	<ul style="list-style-type: none"> > Carry out needs analysis and effectively probe and question intelligently to gauge interest and the potential level of business > Handle objections; pre-empt them, identify solutions, communicate effectively and deliver to overcome them
Ensuring that all information is up to date	<ul style="list-style-type: none"> > Complete relevant reports from meetings showing what was discussed and next course of action
Reporting	<ul style="list-style-type: none"> > Compile activity reports for projects to the stakeholders

PERSON SPECIFICATION

Skills, Qualifications and Experience relevant to the Role

Knowledge and Experience:

- > Demonstrable business analysis and project management
- > Strong experience with the system development life cycle
- > Strong knowledge of IT systems
- > Experience in a financial services or financial technology organisation
- > Experience with either foreign exchange, international payments or e-wallets

Skills:

- > Excellent communication skills
- > Strong organisational skills
- > Flexible and able to work in a highly pressurised environment
- > Able to communicate with stakeholders at all levels, including Board level
- > Good decision making and problem solving skills
- > Proven ability to work autonomously and as part of a team
- > Working knowledge of SQL

Education:

- > Project management process qualifications e.g. Scrum, Agile methodologies - desirable

Personal Attributes:

- > Approachable and personable
- > Personal drive
- > Determined and persistent
- > Self-motivated
- > Adaptable and flexible
- > Professional
- > Team player
- > Calm and confident
- > Proactive and tenacious
- > Target driven

Location and Hours of Work

You may be required to work at home or from any of the Company's offices.

- > Knightsbridge, London
- > 40 hours per week, Monday to Friday between 8:30am and 5:30pm
- > Flexibility required in line with business needs