



## **Business Analyst**

### **Summary**

We are looking to recruit a Business Analyst to join the Project Team at Curtis Banks.

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 project 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.

### **Person specification**

Full training on internal and company processes will be provided. Prior experience within a similar role is essential.

Good technical knowledge of pension administration systems (SIPP, SSAS) including database structures and advanced knowledge of MS products including MS Office, SQL Server Management Studio and MS Visio is essential.

A background in financial services and knowledge of the financial services regulatory environment and strong understanding of risks and controls are 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 possess 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.

### **Qualifications:**

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

This is a full time vacancy. Office hours are 9.00am - 5.30pm Monday to Thursday, 9.00am - 5.00pm Friday. The vacancy will be based at 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

**Start date:** Immediately

**Duration:** Permanent

**Salary:** Negotiable dependent on experience

**Closing date:** 14/08/2017

**Location:** Bristol Head Office



**How to apply:** To apply, please send a brief covering email application to [hr@curtisbanks.co.uk](mailto:hr@curtisbanks.co.uk)