

Department: Business Development

Reports to: Commercial Director, Novia Financial plc

Business/Function: Projects

Main Location: Cambridge House, Henry Street, Bath

Job Summary/Purpose:

The role holder will work as a Business Analyst within the Business Development Team, focusing on the projects and initiatives underway in Novia Financial to ensure delivery of creative, compliant, high quality and effective solutions to meet organisational needs.

Collaborate with internal software developers, business experts and third party software suppliers to develop, deliver and implement new and enhanced software based solutions.

Support the entire application development lifecycle including the identification of requirements, writing user stories, active participation in backlog grooming, iteration planning, demonstration of functionality, testing, implementation and retrospectives.

Core Responsibilities

- > Act as a liaison point and subject matter expert between the business and IT.
- > Capture requirements, define processes, and agree user stories and scope.
- > Maintain awareness of regulatory changes to ensure impacts are assessed and any necessary change is identified, designed and implemented.
- > Proactively communicate and collaborate with internal and external customers to analyse functional requirements.
- > Identify non-functional needs such as usability, performance, security and service levels.
- > Assist with the validation of user stories written by other Business Analysts to ensure software developers have high quality inputs.
- > Actively participate in daily meetings, pre-iteration sessions, iteration planning, showcases/demonstration and retrospectives.
- > Assist with the maintenance and prioritisation of the product backlog and help meet agreed product deliverables.
- > Ensure all solutions implemented meet internal quality standards and include robust controls to mitigate any associated risks.
- > Identify and manage risks & issues through to resolution, ensuring all affected/interested parties are aware, escalating if necessary.
- > Establish and maintain reference material to ensure knowledge is shared and managed effectively both internally and externally. This could be through a variety of mechanisms such as documents, diagrams, slide decks and videos.
- > Validate software build for completeness, accuracy and quality.
- > Identify test scenarios and write test cases/scripts for functional and user acceptance tests.
- > Carry out functional testing, ensuring results are recorded and updates on progress are provided as required.
- > Co-ordinate and support user acceptance testing as necessary.
- > Assist with the review and prioritisation of defects.
- > Provide support to subject matter experts and software testers to ensure they fully understand new functionality and can carry out user acceptance testing effectively.
- > Support the implementation process.

You will, from time to time, be required to undertake other activities that fall within your capabilities as directed by management.

Core Competencies

- > **Motivating Others** – The willingness and ability to motivate and inspire others by means of appropriate challenges, empowerment, rewards and recognition.
- > **Team Work** – The ability to work co-operatively with others, to be a member of a team and work towards the purpose of a common goal.
- > **Decision Making** – The ability to make balanced and sound decisions by understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; evaluating the probable consequences of alternative solutions and selecting the most promising alternative.
- > **Networking** – Identifying opportunities and taking action to build strategic relationships between one's area and other areas, teams, department, units, or organisations to help achieve business goals.
- > **Client Service** – Taking responsibility for client satisfaction and loyalty by effectively meeting specific client needs and developing and maintaining productive client relationships.
- > **Communication** – The ability to effectively communicate at all levels, both written and verbally, with all internal/external customers.

Main Contacts

- > Internal:
 - o Development Team.
 - o Operational Teams.
 - o Senior Management Team.
- > External:
 - o Third party software providers.
 - o Advisers.

Specialist Skills, Qualifications and Experience

Essential:

- > Degree or equivalent.
- > Minimum of 2 years experience working in a Business Analyst role within a Change Team in the Financial Services industry.
- > Experience using VSTS (Visual Studio Team Services) or a similar management tool to support the end-to-end development lifecycle.
- > Demonstrable experience of delivering solutions to tight deadlines in a rapidly changing and dynamic environment.

Desirable:

- > Business Analysis certification.
- > Good knowledge of a wide range of tax wrappers including ISAs, Pensions (SIPPs) and Offshore Bonds.
- > Experience of Agile Business Analysis.
- > Detailed knowledge and experience of developing and implementing 'straight through processing' solutions.

To apply for this role, please email an up-to-date CV to jobs@novia-financial.co.uk.