Business Analyst

Location: London

Salary: £36,000-41,000 per annum depending on experience, plus £7.5% company pension contribution (After 3 months)

About the Company:

The Chartered Institute for Securities & Investment is the leading professional body for securities, investment, wealth and financial planning professionals. Dedicated to professionalism since we emerged from the London Stock Exchange in 1992, our purpose is to champion lifelong learning and integrity, raising individual standards of knowledge, skills and behaviour globally to enhance public trust and confidence in financial services.

About the Role:

We are looking for a Business Analyst to join our busy and expanding IT team, where you will be a key link between the business and the IT development team for the management of change requirements for our IT systems. This role reports to the Senior Business Analyst.

Our ideal candidate will be working in or have experience of an Agile environment using industry standard frameworks and best practice techniques for requirements analysis, design and testing.

Responsibilities:

- Liaise with and manage relevant stakeholders
- Document functional and non-functional requirements
- Create User Stories, Use Cases, Use Case Diagrams and Entity Relationship Diagrams
- Gather, validate and document “As-Is” and “To-Be” and perform gap analysis
- Facilitate solution design and problem-solving workshops
- Support the change control process, including managing the schedule of work; writing technical specifications, testing and implementation; and reporting to the Change Advisory Board
- Contribute to backlog prioritisation and sprint planning activities
- Work collaboratively with IT developers to assist in the solution design process
- Contribute to the design of applications, ensuring alignment between business requirements and the technical solution
- Support the design and implementation of testing regimes and assist with acceptance testing
- Identify improvement opportunities in systems and processes
- Deliver data-driven reports to executives and stakeholders

Person Requirements:

- Energetic and enthusiastic
- Strong interpersonal, analytical and problem-solving skills
- Can demonstrate experience of working in a formal change management environment
- Able to work autonomously and to deadlines
- Educated to degree level
- Experience of working in a Membership organisation or Professional body ( Advantageous)
The offer of employment will be subject to referencing including a DBS/credit check.

Benefits:

- 7.5% company contribution into a personal pension, in addition to your own contribution of 1.5% via salary exchange (after 3 months)
- After probation a travel allowance the value of which will depend on where you live, the number of days you work in the London office and the cost of your travel ticket, but is likely to be worth between £2kpa to £4kpa, and the option to split your working week between the London office and home
- Life insurance and income protection insurance
- A sports club allowance
- 26 days’ leave per annum (which includes three days at Christmas)
- After one year’s service, private medical insurance cover

We value the contribution that employees with different views and experience bring to the Institute and are committed to promoting equality, inclusion, and diversity. We hope to receive applications from a wide range of talented people irrespective of their race, religion or belief, gender, age, gender identity, neurodiversity, disability, sexual orientation, ethnic origin, political belief, social class, relationship status or caring responsibilities.

If you think that you are suitable for this Business Analyst role, please apply now!

CVs to Jobs@cisi.org