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# Example of Business Analyst / Systems Analyst Job Description

Our company is hiring for a business analyst / systems analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business analyst / systems analyst

* Identifies process improvement needs and trends and their potential impact
* Support the IT UK Client Delivery Manager by providing guidance on initiatives, including timescales and budget
* Successfully supporting line manager and peers through client enhancements / projects providing workable solutions based on clients needs
* Define and document customized business requirements and functional specifications in the form of User Stories
* Gathers and analyzes business requirements and technical specifications
* Works with business owners, analysts and developers to develop technology solutions and design specifications, and ensure alignment with business and functional requirements
* Manages and ensures traceability of test cases to requirements
* Technical writing, editing, and communications support – assists with managing and organizing project and technical documentation
* Project management support – interfaces with client and customers on a regular basis, leads project status and technical meetings
* Process mapping and process improvement – recommends methods for streamlining and improving project processes

## Qualifications for business analyst / systems analyst

* Hand’s-on project lifecycle and SDLC experience
* Interactive prototyping using technology such as HTML, CSS, JQuery, Balsamiq, Axure, Visio, or others
* Any software application development experience – a plus
* Working knowledge of investment instruments such as fixed-income and equity securities
* Exposure to asset management platforms such as BlackRock Solutions Aladdin, Charles River Development Compliance, Princeton Financial ePAM, Sungard InvestOne, Confluence Unity suite, and others – a plus
* Performs work on all aspects of the business analyst process from end to end (e.g., user requirements, functional specs, test strategy, test plans, scripts, implementation strategy, user training)