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# Example of Business Assurance Job Description

Our growing company is looking to fill the role of business assurance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business assurance

* Supports the operations assurance team
* Lead the build out of the new function in order to compliment and support the hubs already in place across the Private Bank
* Represent the BQA in business forums
* Design and production of Management Information (MIS) – compiling data and producing regular reporting as required by senior management and business forums
* Guide, coach and mentor the team members
* Identification, creation, and execution of critical XLOB business End-to-End processes
* Coordination with other UAT PM’s, QA Leads, Project Managers, Development Managers, and QA Core members
* Conduct regular operational audits to ensure compliance to policy and procedure
* Complete audit work by documenting tests and evidence
* Creating and maintaining feature/functional and system tests due to business requirements

## Qualifications for business assurance

* Previous knowledge of PeopleSoft and of Aliant’s Billing, Order and Provisioning systems (CSM, Infranet, Access Care, Media Room and other corporate data bases)
* PMP or Certified Business Analyst
* Programming experience with VB and/or VBA
* Background or Degree related to Management, Business Analysis or Project related roles
* Experience of technology based organisations
* Understanding of Cable operations, metrics and drivers a plus