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# Example of Business Office Analyst Job Description

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

## Responsibilities for business office analyst

* Coordination of User Acceptance Validation (UAV) process for releases
* Coordinate the product training development and library (procedure manuals, quick reference guides, training presentations, client training materials, and recorded training sessions)
* Support deployment and end user adoption activities
* Support Business Case development for funding requests as needed
* Develop and publish release notes to CSS users as required
* Develop requirements specifications according to standard templates/tools, using natural language
* Management & delivery of Futures business projects, mainly focused around FIX, Execution platforms, Order Management systems, Pre-Trade Risk controls & Exchange connectivity
* Providing technical advice to the business, pre and post sales
* Present and lead core product functionality demos, requirement workshops and gap analysis discussions with client or internal Sr
* Facilitate internal solution discussions and analysis with architects, developers and subject matter experts to establish a holistic functional and technical vision for new features/functionality, and analyze tradeoffs between user needs/usability and performance/system capabilities constraints that also align with scope, schedule and cost parameters or impacts

## Qualifications for business office analyst

* Quantitive finance understanding, ability to liaise with quantative analysts on pricing and risk topics
* Experienced in working closely with development and test teams, leading the delivery effort from requirements point of view
* Agile methodology and project delivery experience a strong plus
* Proven ability to work across business streams, exposure to front to back system implementations
* Good understanding of key technology concepts, basics in SQL, functional programming and architecture
* Experience in margin reform or client clearing related technology initiatives a plus