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# Example of VP-Business Analyst Job Description

Our company is growing rapidly and is looking to fill the role of vp-business analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for vp-business analyst

* Business analyst working closely with Operations, Middle Office, Regulatory teams & compliance to define the functionality required in an Asset Record to support a Broker Dealer business
* Partnering with multiple operations & technology leads globally to deliver an E2E solution
* Gather business requirements, perform detailed analysis, and produce associated functional specifications across multiple functions
* Define cutover strategy from existing Asset Record to the strategic Asset Record
* Lead working groups with broad representation of stakeholders across the Wholesale LOBs
* Participate in the development of long term strategy and vision for the target state, product roadmap, requirements strategy, direction, scope and prioritization proposals
* Analyze business requirements and develop detailed specifications/user stories with the collaboration of business and technology teams
* Work with the development team to ensure build team understands the specifications, and partner with the business to obtain sign-off on all requirements, testing and implementation
* Participate and support product acceptance testing, product roll-out and training
* Develop the necessary supporting artifacts for optimal adoption of WCAS designed products and business processes, including standards, guidelines and training documents

## Qualifications for vp-business analyst

* Facilitation of meetings and workshops
* Expert user of MS SharePoint and Office Suite (in particular MS Excel, Word and PowerPoint)
* Waterfall and Agile delivery methodologies
* Experience with CRM systems (e.g., Microsoft Dynamics, Salesforce, ) and processes a plus
* Familiarity and comfort in the Software Development Lifecycle (SDLC)
* Must have ability to write and present concisely and clearly and adapt for technical & business audiences