



Example of Analyst / Business Analyst Job Description

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Our company is searching for experienced candidates for the position of analyst / business analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for analyst / business analyst

- Ability to investigate client needs to provide input into the solution
- Ability to communicate effectively with clients to establish an understanding of business needs and translate requirements to technical staff to support development activities
- Create Business Requirement Documents and Functional Specifications and other product related documentation, provide oversight to large-scale testing efforts
- Building and managing strong partnership with business constituents
- Ability to recognize and summarize major patterns, identify edge cases, suggest conclusions / recommendations to enable business decision making
- Great attention to detail with the ability to respond promptly and work to tight deadlines
- Problem solving and issue resolution of urgent problems impacting credit risk, under tight deadlines
- Manage individual work-stream effectively and identify creative solutions to progress and close difficult issues, through high quality analysis
- Where required, provide bespoke training and share knowledge with other interested parties as required share our knowledge
- Keep all interested stakeholders updated and aware of progress and planned delivery dates, via regular effective communication

Qualifications for analyst / business analyst

- Proven practical experience with analysis and/or support to IT business processes
- Familiar with Cyber Security Scanning tools and reporting
- Working Knowledge of Project management methodologies and associated PLC deliverables
- Adept at writing detailed, actional requirements and/or functional specifications
- Capable of reviewing project deliverables for Quality and delivery assurance
- Proficient in use of JIRA system and working experience with Agile Development process