



# Example of Business Analyst IT Job Description

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Our growing company is looking to fill the role of business analyst IT. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for business analyst IT

- Business analysis on the IT element of business projects and to ensure effective integration with all downstream business processes
- Analyse business processes and gather and define functional and non-functional requirements from business SMEs
- Design, facilitate and deliver end to end business processes, lead working groups and support planning functions
- Create Use Cases, Test Scenarios and execute User Acceptance Testing (as needed) then input bugs/issues into Bug Tracking Application
- Responsible for supporting regional business IT systems and projects
- Play the regional coordinator role in the global projects and ensure the smooth project deployment by training, communication and local testing
- Keep up with the system improvement changes delivered by the central/HQ relevant teams and bring back to the regional users
- Maintain IT portal by 99.9% uptime and make sure all resources and links are updated timely, collect IT related materials and archive accordingly
- Organize IT training & sharing to various regional teams on demand in terms of data analytics on Tableau
- Engage with business teams and stakeholders to well understand their business needs

## Qualifications for business analyst IT

- Strong user of Microsoft Project and Visio

- Post secondary education with a business focus, or equivalent, and/or business degree 3 –5 years in a Business Analysis role
- Absolute ability to see the business problem and drive the business solution, all through the eyes of the customer
- Deliver and own Credit Risk System project outcomes that are aligned to established cost, timing, deliverable and scope objectives
- A Mathematics, Computer Science, and/or Business University degree would be desirable