



Example of Business Change Job Description

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Our company is growing rapidly and is looking to fill the role of business change. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for business change

- Leading a variety of tactical and strategic tasks providing day to day business support
- Relevant project management experience in the Banking sector, preferably gained in a leading financial firm and / or a leading consultancy
- A good understanding of Wealth Management (beneficial)
- Experience in developing and enhancing Management Reporting and documentation, in process analysis and re-design
- Experience in managing regular status reporting and data gathering cycles, whilst maintaining key project documentation
- Excellent verbal and written communication skills in English paired with strong presentation skills and ability to create presentations and reports
- A high proficiency in Microsoft Excel, Word, Office and PowerPoint
- Organised, disciplined and diligent, with superior attention to detail
- Able to foster a strong partnership approach with different Businesses and Support Functions
- Able to demonstrate a sense of initiative with a proven ability to work independently with minimum supervision

Qualifications for business change

- At least 3-5 years experience as a Business Process Analyst
- Knowledge of Target-2-Securities
- Strong business and external partners engagement skills

- Background using all Microsoft Office products, Word, Excel, Power Point, Project & Visio