



# Example of UAT Analyst Job Description

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Our growing company is looking to fill the role of UAT analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for UAT analyst

- Resolve website problems which do not require IT intervention
- Collaborate with business and system analysts during requirements and test development to ensure the needs are testable
- Work with Manager Banking Operations (Testing), QA Manager and QA Testers to plan testing tasks
- Work effectively with Quality Assurance Manager, QA Testers and Business SMEs
- Assist in the preparation (writing and validation of written scripts) for the testing scope to align with the User Acceptance framework
- Coordinate execution of UAT test scripts and documented results
- Manage tracking of UAT related defects
- Participate in daily/Weekly UAT test status meetings
- Escalate testing issues to Manager Banking Operations Testing and QA Manager to resolve in a timely manner
- Implement a process to ensure User Acceptance Testing execution meets Auditing requirements

## Qualifications for UAT analyst

- Manage overall process of communicating UAT results with key stakeholders in order to achieve a successful "Go" decision, ensuring that all relevant risks and issues are suitably articulated and mitigated as part of this process
- Conduct lessons learnt sessions and implement feedback as part of the internal continuous improvement process

quality assurance methodology

- Three years direct experience with Infrastructure and Production support
- Five years experience with all areas of the Systems Development Life Cycle from a business unit perspective
- The position requires significant contact with vendor partners, internal customers, external customers