

Business Analyst

Required Skills and Responsibilities

- ***Minimum of 3-year financial services industry experience. Preferred: this should be in support of financial trading or account management applications.***
- Minimum of 4 to 5 years as a business analyst. Required.
- Wealth management highly preferred.
- Financial trading experience is also preferred.
- MUST have strong verbal and written communication skills.
- Some experience in project management would be highly beneficial.
- Exceptional active listening, written, and verbal communication skills.
- Proven ability to meet deadlines while working multiple projects.
- Experience with analyzing and solving problems of a complex nature.
- Experience with various Business Analysis Methodologies including different agile disciplines, writing user stories, managing scrum calls, prioritizing backlog, etc.

- Estimate time required to deliver project artifacts and reports progress toward delivery goals throughout the project.
- Lead key stakeholder analysis process.
- Interact with project stakeholders to elicit and document project requirements by translating business needs into testable, developer-ready requirements.
- Produce professional quality project artifacts including but not limited to business requirement documents, requirement plans, models (data, event, context and process), traceability matrices, use cases, issue logs and other documents as needed.
- Ensure that system requirements meet business needs and that the business can fully integrate and implement new systems or system features.
- Partner with project stakeholders to manage requirement change requests throughout the project.
- Respectfully challenge requirement additions that lead to scope creep.
- Identify and communicate risks as well as possible solutions.
- Assist the business in determining if and how new systems or system enhancements may improve process flow and business function.
- Serve as a critical resource and liaison between subject matter experts and technologists throughout the project lifecycle.
- Work with the business to recommend appropriate training, communication, and scheduling as systems are deployed.
- Work with the project team to determine appropriate test plans, deployment plans and supports the product launch.
- Participate in the Quality Inspection process for all requirements.
- Secure Business Requirement Document approvals from project stakeholders.
- Meet deadlines while simultaneously working multiple projects.