

Business Analyst Job Description Template

We are hiring a Business Analyst to join one of our project teams. You will work alongside other analysts and report directly to the project manager. Your main tasks will include performing detailed requirements analysis, the documentation of processes, management of various company projects, providing guidance and leadership to the team in order to complete projects in a timely manner and to the highest standards of quality possible and performing some user acceptance testing. To succeed in this role you should be a strong analytical thinker and be able to explain difficult concepts to non-technical users.

Key Responsibilities:

- Evaluating business processes, anticipating requirements, identifying areas needing improvement and implementing solutions to solve issues
- Lead ongoing reviews of business processes and developing strategies to improve efficiency and quality
- Conducting meetings to share ideas and findings
- Documenting and communicating results
- Effectively communicate plans to team members and management
- Gathering information from meetings and producing reports
- Working closely with clients, other members of the team and management to ensure smooth communications regarding the project
- Provide training and assistance to junior staff
- Allocating resources and maintaining cost efficiency
- Ensuring solutions meet business needs and requirements
- Performing user acceptance testing
- Managing projects, developing project plans and monitoring team performance and efficiency
- Updating, implementing and maintaining company procedures
- Ensure projects are completed on time

Personal Specification:

- Degree in business or similar field
- Minimum of 5 years' experience in business analysis or similar roles
- Exceptional analytical skills
- Ability work closely with stakeholders to identify acceptable solutions
- Excellent documentation skills
- Experience creating detailed reports and giving presentations
- Good Knowledge of Microsoft Office
- Excellent planning, organisational and time management skills
- Strong project management experience