



Senior Business Analyst (Finance Specialist)

Department:	Strategy, Change & IT
Reports to:	Business Services Manager
Direct reports:	None
Contract status	Fixed term contract - 11 months
Hours per week	40

Purpose of the role:

The purpose of the role is to:

- Provide specialist BA skills, utilising a range of appropriate analysis tools and techniques, to support the business in undertaking Finance Transformation activities, primarily the consolidation of multiple General Ledger Systems to a single Chart of Accounts design, in a new General Ledger System and ERP solution.
- Act as a bridge between Finance, Customer Services and IT, to enable the capture of detailed requirements in respect of any changes proposed to systems, processes, or a combination of both.
- Make recommendations, and produce and present detailed and professional reports, for consideration by Senior Management and Exec.

Key accountabilities:

- Work closely with Finance and IT specialists to identify and document the detailed Business requirements for our new General Ledger system.
- Map and document our GL Landscape to include all data input and output sources and processes that will need to be migrated or replaced.
- Ensure business requirements and designs incorporate our Financial regulatory and audit obligations.
- Identify and document the activities required to support data migration from various ledgers into a new GL system, and the activities required to decommission the old GL systems.
- Produce process and implementation timelines and workflows, to demonstrate that regulatory deadlines can be met over the GL transition phase and beyond.
- Working across the Finance business, analyse and understand the 'as is' state of processing in respect of OneFamily's Financial Accounts and Reporting.
- Where necessary, produce 'As is' process documentation using industry standard business process mapping techniques (BPMN, UML, Data flow diagrams)
- Identify and document potential opportunities for efficiency and/or cost savings in the undertaking of pensions administrative processing
- Produce 'To Be' process maps and documentation in respect of any proposed changes

- Develop a clear understanding of OF's current technical constraints, target enterprise architecture, and design principles, and leverage this understanding in developing and advising on business solutions
- Produce a range of project documentation in respect of any required changes/enhancements to include, but not limited to, Impact Assessments, Business Cases, Requirements Catalogues, Use Cases, User Stories, Change Requests, Solution Specifications,
- Produce and present clear and professional documents for consideration by Senior Management and Exec.
- Where required, support business testers to ensure that any proposed changes/solutions are robustly tested and implemented within agreed timescales.
- Where required, contribute to the production of, or amendments to, end user documentation (e.g. process flows, procedure manuals, training materials)
- Support the business with any potential training needs as a result of any changes being introduced.
- Ensure any identified risks are appropriately recorded, escalated and mitigated where necessary.
- Drive, alongside all other BAs, the improvement of the Business Analysis discipline within the Society.
- Contribute specialist Business Analyst tools and techniques to other Society projects and programmes where required.

Skills, knowledge & experience:

- Able to demonstrate practical experience of working as a Business Analyst on Finance related projects and initiatives.
- Experience of accounting and financial systems.
- Experience of data mapping activities and data migration projects.
- Knowledge of ETL processing and use of APIs to facilitate the load of source data from policy admin systems and financial spreadsheets into the new GL.
- Experience in Record to Report process improvement and application systems implementation.
- Ability to understand and apply technical finance legislation to administrative processes and procedures to identify impacts.
- Understanding of Finance related processing such as Journaling, Statutory Reporting, Accounts Payable/ Receivable workflows, Budget & Forecasting.
- Ability to communicate technical and complex information to a non-technical audience.
- Good understanding of technical systems solutions & design and a strong interest in technology & digital trends
- Understanding of the nature & purpose of the corporate Risk Appetite & its application to solution or outcome design
- Working within a range of project and solution delivery methodologies, and their associated project documentation (Agile/Waterfall)
- Working knowledge of financial business processes and control requirements
- Able to manage time across competing priorities & know when to escalate
- Business Process mapping experience and skills desirable (BPMN, UML)
- Personal Skills/attributes:

- Excellent communications, both written & verbal
- Ability to operate at all levels of the organisation
- Delivery focused
- Collaborative working style
- Persuasive, logical, objective & creative

Values behaviours:

Our values help define who we are as OneFamily. They come from the beliefs we hold, the way we behave and how we want to work together for our customers.

- Work together
- Be innovative
- Make our members lives better
- Be trusted by customers
- Be the best

Our values are unique to our brand. They give us purpose and focus. They are vital in helping us all 'do the right thing'. If we are confident that we are true to our values, then we can be sure that we are doing the best for our customers.

Leadership behaviours:

Embed and embody Family's essential leadership competencies, to drive the company forward and maximise people engagement.

Leading self: Be accountable, intellectually able, a role model for our Values, authentic in your leadership and deliver results.

Leading others: Resolve issues and make decisions, communicate confidently in different settings, empower others and develop talent, motivate and inspire and effectively manage relationships with internal and external stakeholders.

Leading the business: Lead change, challenging the status quo and bringing in new thinking, and demonstrate sound strategic thinking