

VACANCY

BUSINESS ANALYST - HEAD OFFICE 12 MONTH FIXED TERM CONTRACT

CORE PURPOSE OF THE JOB

To analyse and test new systems and provide ongoing support of core banking systems and ensure that end users have a fully functioning banking system.

MAIN FUNCTIONS OF THE JOB INCLUDE:

Analysis of New Systems

- Receives requests from the Project Manager to review business requirements and implement systems accordingly
- Reviews capabilities of relevant banking systems working with at the time by checking functionality of the system and how this would fit into the organization
- Organises and conducts requirements elicitation activities.
- Facilitates JAD sessions. Documents business requirements and specifications such as process maps, product rules, transaction definitions, etc. by using the selected Business Analyst documents and templates.
- Obtains user sign off on the business analysis documents.

Development & Implementation of New Systems

- Works closely with the development team or configuration team to build the systems as required by the relevant business units.
- Conducts testing of the new system to ensure that the input and the way the information is setup meets business requirements
- Co-ordinates user acceptance testing of the new system with the relevant business units that will include test plans, test cases and sample data
- Addresses any issues or concerns that arise whilst testing
- Implements the new system once all issues/concerns have been addressed and the system is fully functional
- Ensures that all procedures are in line with the Systems Development Life Cycle requirements
- Creates documentation of system procedures once the system is built

Maintenance of the System

- Tests new modules and program changes that are supplied by the software company

- Analyses business requirements and manipulates the system to achieve requirements i.e. use of diary notes on the core banking system, etc

General

- Works closely with the Technical Team from core banking system vendors in the build and configuration of the core banking system
- Guides, mentors and supervises super users from the various business units.
- Supervises the development of user manuals, training manuals and user guides
- Receives requests from business units that require immediate action
- Communicates and consults with external service providers on various matters
- Works closely with the Project Manager in demonstrating the features and functionalities of any new system to the Executive, Management and staff.

QUALIFICATIONS

- National Diploma in Information Technology/BTech Industrial Engineering/BComm IT/BComm Finance/Project Management or similar

PREFERRED EXPERIENCE

- Minimum of 3-4 years' experience in Business Analysis and Systems Development would be required
- General Information Technology experience would be an added advantage

KNOWLEDGE

- Thorough knowledge of the Business Analysis Process and Methodologies
- Information systems I, II, and III (incorporating Database Analysis, Implementation, Management)
- Knowledge of Basic Accounting principles and Banking
- Knowledge of various regulatory compliance requirements in the Banking field
- Microsoft Office, MS Visio
- Information Technology Policies and Procedures
- Understanding of Project Management
- Understanding of business practices and principles and IT best practices

The following experience would be advantageous:

- Visual Basic Programming (VB6) including VBA (VB used in excel)
- SQL Programming
- Oracle development toolset is an added advantage
- Java or other language programming knowledge is optional
- Knowledge of operating systems such as Unix, Linux and AIX

SKILLS REQUIRED

- Work well under pressure
- Stress Management
- Prioritization and Time Management
- Communication (written, verbal and numeric)
- Documentation preparation & analysing skills
- Working Independently
- Report Writing

Kindly forward your cv to hr@albaraka.co.za