**Job Profile - Business Analyst (Financial Systems)**

**Job Title: Business Analyst (Financial Systems)**

**Job Grade:** **Level 4 Zone 2**

**Salary Range: £41,952 - £48,663**

**About Camden**

‘Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all.

**About the role**

The role of the Business Analyst for Financial Systems is to take responsibility for investigative work to determine business requirements and specify effective business processes, through improvements in financial information systems and processes, information management, practices, procedures, and organisation change.

The postholder will drive the creation of requirements specifications and business cases using natural language for development or acquisition of IT Solutions. Analyse business processes, identify alternative solutions, assess feasibility, and recommend new approaches and solutions. Also, will lead on the creation of high-level and low-level designs in order to provide a clear set of deliverables to be handed over to the delivery teams as part of project commissioning.

**About you**

We’re looking for candidates with a range of experience in financial processes and systems including:

* To analyse financial business processes and identify improvements, working in partnership with muti-disciplinary programme teams and subject matter experts
* To be responsible for documenting and assessing how the currently-used systems and processes meet the business's objectives, looking at their feasibility, efficiency and cost
* To develop business cases for the development of solutions by reviewing business processes and business needs
* To produce requirements using interviews, document analysis, requirements workshops, surveys, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis
* To methodically investigate, analyse, review and document Service department functions in terms of business processes, and the information they use
* To critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, and distinguish user requests from the underlying true needs
* To collaborate with developers and subject matter experts to establish the technical vision and analyse trade-offs between usability and performance needs
* To investigate how existing systems support business processes and recommend incremental improvements in both financial system and processes
* To Analyse business processes, identify alternative solutions, assess feasibility, and recommend new approaches as appropriate
* To project manage small to medium size projects as and when required

**Technical knowledge and experience**

* At least 3 years’ experience of Finance Services, processes and associated systems (ideally Oracle Cloud but Oracle EBS or other Financial systems will be also considered.
* Expert in techniques which help in modelling and understanding a business and its operation. Examples: business cases, business environment analysis, functional specifications, process modelling, stakeholder analysis, use case modelling, user stories, process mapping, screen and interface designs (desirable)
* Proficient in the identification of key business stakeholders and an assessment of their interests, to inform the way(s) in which these interests should be considered
* Good working knowledge of preparation and management of User Acceptance Testing (UAT)
* Knowledge of best practice in Business Analysis
* Full understanding of the information lifecycle
* Good knowledge and experience of Project Management methodologies
* Competency in using Microsoft applications including MS Teams, Visio and MS Projects
* Ability to document business requirements, create process maps, prepare graphs, charts and analyse documents which show what changes need to be taken by the company and why and update various project related documents as required
* Familiar with IT/ IS infrastructure Example: hardware, databases, Cloud, operating systems and the IT applications and service processes used within the organisation

**Work Environment:**

The post-holder will be required to work in an ‘agile’ way in line with Camden’s move to a paperless and flexible work environment

**People Management Responsibilities:**

No formal line management responsibilities but may be required to manage up to 4 staff time to time when managing projects

**Relationships:**

This post reports to the Continuous Improvement Manager

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,