
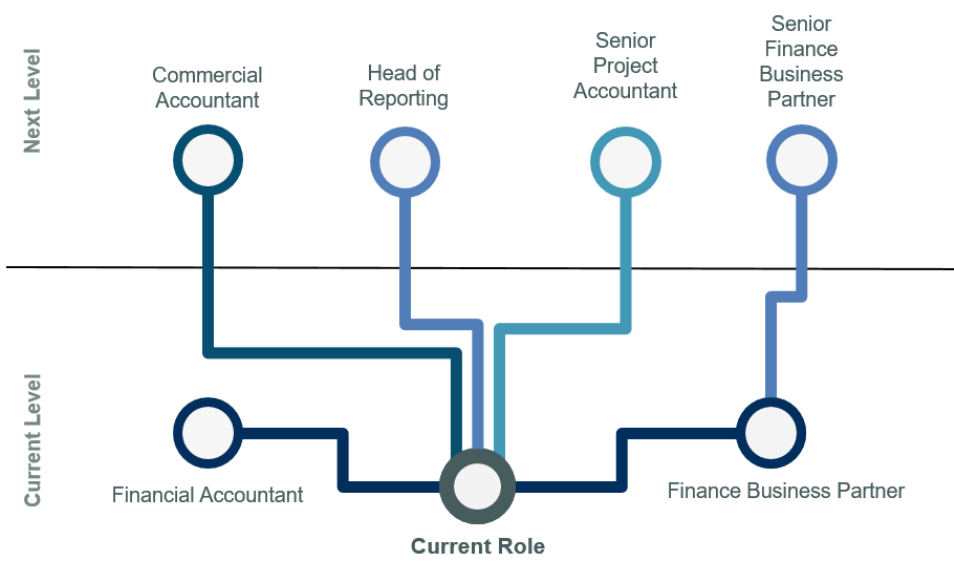


Role Title	Finance Business Analyst			<div> FCDO Services</div>				
Job Family	Finance	Sub Category	Strategic and Operational Finance			Grade	C5	
Behaviours	• Managing a Quality Service		• Commercial Awareness			• Communicating and Influencing		
Purpose	To engage with stakeholders to identify, understand and articulate the need for business change. To act as a key player in designing and delivering outputs required on various business change projects and programmes.							
Key Accountabilities								
<div><div><ul style="list-style-type: none">Identify and document the relevant business processes and technology both currently used, and required for the futureCollect and analyse data and information and present in a user friendly format to articulate suggestions and priorities for improvement and change, and the impact of business changeProvide support and guidance to staff and Senior Management in making recommended improvements for changes, including communication in line with overarching communication planPrepare accurate and detailed requirement specifications and ensure they are validated by the stakeholders</div><div><ul style="list-style-type: none">Document the acquired results of analysis and workflows as well as obtaining sign-off from the appropriate stakeholdersCoordinate with the key stakeholder groups to plan, test and deliver the work stream outputsDeal with queries and issues in support of the work stream teams to ensure overall delivery of the work stream outputs to the required timescales</div></div>								
Authority and Scope		Internal and External Communications			Potential Next Career Moves			
<ul style="list-style-type: none">Key subject matter expert responsible for supporting business with the implementation of change		<ul style="list-style-type: none">Executive DirectorsSenior ManagersChange programme team membersBusiness Improvement colleaguesBusiness Process Owners						
Skills		Qualifications, Knowledge and Experience						
<ul style="list-style-type: none">Excellent written and verbal communications skillsAbility to gather and interpret relevant data and informationAbility to apply analysis to a strategic objectiveAdvanced skills Microsoft Work, Outlook and ExcelAbility to analyse and document complex business processes and apply them to strategic change management		<div>Essential</div> <ul style="list-style-type: none">Solid mathematical aptitude and effective project management skillsStrong communication skills with the ability to present proposals for change in a clear and concise mannerExperience of influencing stakeholders at all levels of an organisationKnowledge of process mapping, including use of swimlanes			<div>Desirable</div> <ul style="list-style-type: none">Previous experience of working in a fast pace and transformational private sector organisationUnderstanding of scrum and agile methodology and how to apply the agile mindset to all aspects of workA working knowledge of the Civil ServiceExperience of using SalesforceFunctional knowledge of ERP system – esp. Oracle Financials – General Ledger and Project modules			