

Business Analyst

The Bermuda Stock Exchange (BSX) is seeking a Business Analyst to join its team. The successful candidate will report to the CEO. The primary role of the Business Analyst is to assist BSX Operations in analysing and documenting the functional and non-functional business requirements of the BSX trading, settlement and depository platforms in support of a platform upgrade.

The BSX, a wholly owned subsidiary of Miami International Holdings, Inc., is a fully-electronic, vertically integrated international securities market headquartered in Bermuda. BSX specialises in the listing and trading of capital market instruments such as equities, debt issues, funds, hedge funds, derivative warrants, and insurance linked securities.

Duties and Responsibilities

- Conduct interviews to elicit and document BSX operation and customer user requirements for the new platform
- Identify scope and parameters of requirements analysis
- Translate conceptual requirements into functional requirements
- Create process models, diagrams, and charts to provide direction to the project team
- Manage and track the status of requirements throughout the project lifecycle
- Communicate modifications of business requirements so that issues and solutions are understood and resolved
- Strategise and generate with the project team, test plans to ensure the highest quality software system deliverables
- Proactively participate in the review process of use cases for functional testing
- Evaluate, analyse, and communicate systems requirements on a continuing basis, and maintain systems processes, including the delivery of monthly status reports to all appropriate parties
- Author and update internal and external documentation, and formally initiate and deliver requirements and documentation to users
- Coordinate with external technical staff

Minimum Qualifications, Skills and Experience

- Bachelor's degree or equivalent in Finance or IT/Computer Science.
- 4 or more years of successful project management and planning experience, facilitating the complete life cycle of projects and documenting user requirements.
- Thorough understanding of Software Quality Assurance testing process and best practices
- Experience in generating process documentation and reports
- Proven ability to manage projects and user testing
- High proficiency in technical writing
- Excellent communication skills with an ability to translate data into actionable insights
- Effective analytical and problem solving skills
- Function at a high level and prioritise critical tasks in a dynamically changing environment.
- Must be a self-motivated, dynamic, organised and responsible team player