

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 analyse and document business requirements, undertake test plans and write policies and procedures arising from the re-platforming of the trading, clearing and settlement infrastructure and supporting systems. The project involves collaboration with the internal and external project teams, BSX and group stakeholders and market participants. Excellent analytical and communication skills are essential for this role.

Duties and Responsibilities

Business Requirements

- Conduct interviews with stakeholders to elicit and document BSX functional and non-functional, operation and customer user requirements for the re-platform
- Identify scope and parameters of requirements analysis
- Translate conceptual requirements into functional requirements
- Identify areas for process improvement and recommend solutions to enhance operational efficiency and effectiveness
- 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

Test Plans

- 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
- Liaise with internal and external stakeholders to develop, author, carry out and troubleshoot comprehensive test scenarios to validate functionality in the testing systems and ensure they meet regulatory requirements.
- Ensure all software issues are reported and handled efficiently with developers.
- 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
- Communicate status efficiently and ensuring the team is on track for all manual testing.
- Ensure timely resolution of technical and user specific issues and requests.

Policies, Regulations and Guidelines

- Author and deliver user manuals, standards, policies and other documents for the new system(s), for internal and external communication
- Assist in developing and writing new regulations to support trading, clearing and settlement of trades on the BSX(s)

General

- Manage stakeholder engagement
- Attend and minute meetings with stakeholders documenting key decisions
- 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, organized and responsible team player