

Job Description

Job Title:	Business Analyst
Reporting To:	ICONI Management Team
Purpose:	To provide business analysis, project coordination and project support on behalf of ICONI Software and the company's customers.

The Role:

ICONI Software are seeking an experienced Business Analyst to contribute to our company's continued growth and the technical delivery of our web-based solutions.

The successful candidate will take a lead role in requirements gathering via analysis, working closely with our customers to understand and document key functional requirements to ensure appropriate solutions are identified, communicated and delivered. The successful candidate will also have an active role in continuing to build and maintain key customer relationships by providing an essential link between in house technical teams and the customer via project co-ordination and clarification of solution requirements.

Main Duties:

- **Analysis:**
 - Proactive requirement elicitation via workshops, conference calls, document reviews, on-site visits and detailed workflow analysis to understand, validate and identify requirements and solutions.
 - Leading the translation of business requirements into technical specifications with illustrated Workflow Diagrams, User Viewpoints, Project Estimates and Proposals using cross departmental design sessions.
 - Identification of testing requirements and the design and creation of detailed tests plans to ensure high quality software releases
 - Leading post implementation analysis to identify areas for further improvement.
 - Providing a link between customers and our in-house technical teams.
 - Continuous requirements monitoring throughout the project to reduce scope creep and ensure projects are delivered within agreed budget.
 - Leading and co-ordinating the User Acceptance process.
 - Identification and management of project risks and issues while escalating when required.
 - Working both internally and externally to co-ordinate and facilitate project releases to ensure successful project delivery.
 - Providing advice and guidance to other Business Analysts as and when required.

- **Support:**
 - Providing support for ICONI Software's internal and external products
 - Developing an expertise of our framework, CEP and all existing customer solutions
 - Identify opportunities for process improvements to improve solution efficiency and quality.
 - Carrying out post implementation analysis to identify areas for further improvement.

- **General:**
 - Reporting to Management on project progress and key issues identified.
 - Represent ICONI Software in a professional manner via email, on the telephone and in person with our customers.
 - Contribute to the wider business initiatives of ICONI Software. To regularly report to management on performance and activities.
 - Any other reasonable duties required by Management.

Criteria:

- **Required**
 - 4 years' experience in a software development environment
 - At least 2 years' experience within a Business Analyst role
 - A passion for analysis, solving problems and Project Management.
 - Keen interest in translating functional requirements into sound technical designs
 - High level of numeracy and literacy skills with a keen attention to detail
 - Excellent Time Management skills to allow for the prioritising of tasks.
 - Excellent communication and presentation skills with the ability to build solid relationships, influence and network well.
 - Strong presentation skills
 - Experience of requirements gathering and producing detailed supporting documentation

- **Desirable**
 - PRINCE 2 Foundation
 - Experience in Agile Software Development methodologies i.e Scrum

If you think this position is right for you, send your CV and cover letter by 5:30pm on Tuesday 21st March to jobs@iconi.co.uk

We're looking forward to hearing from you!