

Global Technology Finance - Junior Business Analyst

The Global Technology organization is comprised of Line of Business Technology, Enterprise Technology and Regional Technology divisions. The Global Technology Chief Financial Officer (CFO) is responsible for providing all aspects of financial support for firmwide technology to the Global Chief Technology Officer and the Global Technology Operating Committee. The Enterprise Technology Finance team as well as the Line of Business Technology Finance Managers report and are accountable to the Global Technology CFO.

Key Duties

- Create and develop functional requirements of systems to improve quality, performance, external interfaces, and constraints
- Carry out analysis of requirements, with appropriate questions and checks for derived requirements logical to customer requests
- Monitor changes to baseline requirements using change control processes and tools
- Participate in and document designs of solutions
- Make contributions in the development of Test Plans and Test Scripts, perform test execution, assemble and document test results
- Liaise with consultants and managers to document business processes effectively
- Document client organizations' direction, structure, business processes and requirements as needed
- Understand project plans and be able to clearly articulate roles, project goals, and timelines
- Take input/direction from supervisor and appropriately and accurately apply comments/feedback quickly and accurately
- Adhere to project standards as defined by project management, employing EFGH methodology and documentation tools
- Proactively carry out project support /administrative functions
- Ensure that documents are kept up to date and available

Skills:

- Ability to plan, organize, and structure work independently
- Ability to establish responsible deadlines and personal work plans, and manage time effectively
- Ability to multi-task and re-prioritize quickly
- Good interpersonal skills
- Ability to propose solutions to problems and consider timeliness, effectiveness, and practicality in addressing client needs.
- Skilled in Excel, Word, PowerPoint, Project, Visio, Access
- Experience in Jira preferred
- Good analytical and evaluative skills
- Good written and oral communication
- Understanding of basic Internet and client/server architectures preferred
- Basic knowledge of HTML

Qualifications

- Minimum experience level – 4 years out of college
- Displays positive attitude including under high-pressure situations
- Demonstrates flexibility in day-to-day work and adjusts to shifting demands and scope changes with facility
- Sets high standards of performance for self
- Takes ownership of projects
- Uses good judgment in what and how to communicate internally/ externally
- Seeks input from mentors and supervisors
- Actively applies feedback received to day-to-day work and strives to improve performance
- Accurately completes and submits reports within deadline