Finance Change Analyst

Job ID: 3157284          Full/Part-Time: Full-time
Regular/Temporary: Regular  Listed: 2017-09-21
Location: Jacksonville, United States of America

Operations

Our Operations group provides support for all of Deutsche Bank’s businesses to enable them to deliver operational transactions and processes to clients. Our people work in established global financial centres such as London, New York, Frankfurt and Singapore, as well as specialist development and operations centres in locations including Bucharest, Moscow, Pune, Dublin and Cary. We move over EUR 1.6 trillion across the Bank’s platforms, support thousands of trading desks and enable millions of banking transactions, share trades and emails every day.

Our goal is to deliver world-class client service at exceptional value to internal partners and clients. A dynamic and diverse division, our objective is to make sure that all our services are executed in a timely and professional manner, that risk is minimised and that the client experience is positive. We are proud of the professionalism of our people, and the service they deliver. In return, we offer career development opportunities to foster skills and talent. We work across a wide range of product groups, including

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Finance Change Analyst

derivatives, securities, global finance and foreign exchange, cash and trade loans and trust and securities services as well as cross-product functions.

Position Overview

Title: Finance Change Adoption Analyst
Corporate Title (Perm only): Associate
Department Name: Finance Change
Job Location: Jacksonville

US Finance Change & Administration

Group Description
Finance Change is a central and global team of change professionals responsible for leading and delivering cross functional global change programs for Finance and our stakeholders. The Finance Change function supports the DB strategy against a diversified portfolio of projects of a regulatory, efficiency, control improvement, and business funded nature. The Finance Change service offering includes specialist capabilities with respect to business analysis, program management, process, change adoption and test management.
Finance Change has primary focus of all major strategic and regulatory change related to the Global Markets, Asset Management, and Global Transaction Banking finance functions.
The Business Analyst's prime responsibility is to engage in Finance Change User Acceptance Testing

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The candidate will be part of the UAT team reporting to the UAT manager. We are looking for a Business Analyst to identify, document and communicate business requirements for testing, deliverables, and planning as the basis for work stream deliverables. To ensure system change implementations are delivered error free with minimal disruption to operations through detailed testing and taking accountability for:

- User acceptance testing policies, processes and quality assurance
- User acceptance test planning
- Test analysis and design
- Test preparation and execution
- Entry/exit criteria via formal gateways

Responsibilities, Activities and Key Deliverables:

Main Activities and Responsibilities:

- UAT process and quality assurance
- Define the steps and processes to be used during the UAT phase of applications and releases change
- Integrate and embed UAT processes into the development lifecycle
- Ensure appropriate engagement and oversight of testing quality

UAT planning:

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Develop UAT plan for each change project or release to include

- Scope and objectives
- Specification of test activities
- Risks
- Roles and responsibilities
- Acceptance criteria

Test Analysis and design:

- Review test basis
- Evaluate testability
- Identify and prioritize test conditions
- Design and prioritize high level cases
- Assist in test environment coordination

Test preparation and execution:

- Assist in management of test resources and test execution
- Coordinate test data and cases with stakeholders
- Verify test environment
- Verify traceability requirements
- Record discrepancies

Entry/Exit criteria:

- Assist management of processes and controls to ensure testing meets agreed quality standards and relevant stakeholders have visibility of testing progress and quality

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- Assist in tracking UAT issue management of defects, errors, and issues
- Liaise with workstream leads and stakeholders to gain issue resolution
- Provide UAT progress statistics/reporting to stakeholders
- Provide MI of test progress, defects raised/closed, tracking against milestones

Facilitation:

Leadership:
- Follows through with commitments and fosters mutual trust with stakeholders
- Assumes additional responsibility without being asked
- Encourages fellow team members to make innovative contributions and embrace new ideas.

Teamwork:
- Proactively initiates, develops, and maintains effective working relationships with team members
- Demonstrates the ability to cooperate with a variety of people and achieve results.

Sponsor/Stakeholder Management:
- Anticipates business needs before they arise and presents solutions to project management that encompass issues at hand

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Understands expectations that were set with client and recognizes when issues/events may affect delivery.

**Job Specific Qualifications and Experience:**

**Knowledge:**
- Elementary knowledge of project planning processes and techniques
- Elementary knowledge of project methodology
- Elementary knowledge of potential sources of risk and their impact on requirements engineering
- Elementary understanding of IT enabled business change
- Good knowledge of business analysis and requirements engineering
- Good knowledge of data process mapping, re-engineering and systems interfaces
- Good knowledge of testing methodologies and end user support structures
- High requirements tracing, auditing and validation.

**Skills:**
- Elementary level planning skills
- Intermediate stakeholder management skills, ensuring effective relationships are built and maintained to add value to the organisation
- Intermediate ability to detect and resolve problems
- Intermediate level quality assurance skills
- Proactive, looking ahead for potential problems and taking preventive or mitigating action in advance
Finance Change Analyst

- Effective negotiation and conflict management skills
- High requirements tracing, documentation and validation skills
- High facilitation and requirements development skills
- High level critical thinking and problem solving skills
- High communication (verbal, written, listening) skills

Experience:

- 2 plus years’ experience working in projects as a business analyst or User Acceptance Testing
- Direct engagement in projects involving systems transformations and testing

Language Required: English

For candidates applying for positions in the US:
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