

# Contractor specification

## Business & Data Analyst roles at a global tier 1 bank

Role title	Experienced Business & Data Analysts (BDAs) – IT projects, financial services
Location	London (expenses will not be paid to or from London location)
Client	Global tier 1 bank (investment banking, private banking, asset management)
Engagement model	All BDAs engaged through Piscari Associates must work through their own limited company
Rate	Attractive day rates, based upon experience
Background	The end client has a large number of London based, complex IT strategy projects which require experienced BDAs to execute analysis work streams during 3 month contracts via Piscari Associates

## Role description

### Main duties & responsibilities

The Business & Data Analysts will be responsible for executing one or more analysis work streams of an IT strategy project.

### Primary responsibilities

- Working with the Project Manager to plan and scope the analysis workstream.
- Executing the analysis workstream in a standalone fashion.
- Defining data requirements in conjunction with the Project Manager, IT and business staff.
- Working with IT and business staff to gather the data necessary to conduct the analysis (e.g., building spreadsheets to hold quantitative data, conducting interviews to gather qualitative data).
- Organising and analysing data (e.g., developing models, identifying patterns, reaching conclusions, summarising findings).
- Working with the project team to develop an appropriate strategic vision based on the findings.
- Developing a “heat map” that compares current state with the strategic vision.
- Conducting interviews; facilitating workshops with IT and business stakeholders.
- Developing high level solution designs, milestone plans, business cases (e.g., benefits and costs).
- Writing detailed project documents including, but not limited to, data playback documents (to validate the accuracy of data received), analysis summaries (e.g. conclusions and patterns), interview notes and findings, workshop materials, project charters, business cases.
- Producing status reports on a regular basis; making the management team aware of issues and risks in a timely manner; proactively addressing issues and mitigating risks.

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## Skills & attributes

The candidate must have:

- A proven track record of successfully performing structured analysis and problem solving within a banking environment (3+ years experience).
- A strong understanding of at least one investment banking functional area (pref. Fixed Income).
- Proven analytic and communication skills.
  - Ability to effectively gather and interpret qualitative and quantitative information.
  - Ability to produce simple, easily updatable models.
  - Ability to produce clear, concise project documentation and reports.
- Proven relationship management, influencing and communication skills.
  - Ability to communicate effectively with stakeholders at all levels of the organisation
  - Ability to create agreement among differing stakeholder views.
  - Ability to resolve issues and make decisions proactively and timely.
  - Ability to effectively deliver presentations, facilitate meetings and conduct interviews.
- Other attributes: delivery focused; process oriented; attentive to detail; demanding; proactive; team player; sufficient credibility to interact with senior stakeholders in difficult environments; tact, discretion and diplomacy.
- Other skills: time management; Excel.

## Education / professional qualifications

Essential: University under-graduate degree.

## Language requirements

Fluent English.

## Applications

Please quote reference BDA0210 and email your CV and a covering letter to: [analyst@piscari.com](mailto:analyst@piscari.com)

No telephone calls and no agencies please.