

Recruitment of a Business Analyst – Cape Town

Maitland is an international firm providing wealth services to private and institutional clients. We provide the highest levels of expertise and competence working in a way that is uniquely personal, proactive and responsive. Family offices and institutions have trusted us since 1976 to preserve, manage and grow their assets. We work with our clients and not just for them, from offices in the British Virgin Islands, Cape Town, Dublin, Durban, Geneva, Isle of Man, Johannesburg, London, Luxembourg, Malta and Monaco. Maitland is one of the few wealth services groups with the breadth of knowledge and insight to create integrated, comprehensive global solutions.

An opportunity has arisen for a **Business Analyst** to join our **Cape Town office**.

Summary of the position

The **Business Analyst** will work within the Admin team. The business analyst would be responsible for creating business requirements specifications, business process documentation, testing and overall management of the development lifecycle.

The individual would also be required to resolve production issues when needed.

Outline of main duties and responsibilities

The POSITION will be expected to:

- Provide the primary interface between the users, business and technology teams;
- Identify and document user, system or business requirements for reports and/or applications;
- Managing projects through to conclusion (including UAT);
- Writing test scripts;
- Analysis and documentation of business processes (identifying risks, process inefficiencies and suggesting opportunities for automation);
- Client and business query resolution;
- The individual is responsible to ensure that tasks performed are executed efficiently, accurately and within deadlines;

Skills and experience required

- BComm. or BBusSci degree with study in Financial Analysis together with a minimum of 4 years Business Analysis experience in a similar role;
- Strong accounting skills (able to read and understand balance sheets, income statements, trial balances etc);
- Strong knowledge of financial instruments;
- Strong understanding of financial reports;
- Basic project planning skills (including practical experience with MS Project);
- Experience in writing business and functional requirements specifications;
- Experience using Visio and PowerPoint;
- Proven track record in a BA role;

Additional requirements:

- Able to multi-task on several high demand projects at one time;
- Excellent Communication (written & verbal) and interpersonal skills;
- Project Management and Leadership Skills;
- Excellent documentation skills (business & technical);
- Business Solution Oriented;
- Innovator & Self starter with high energy and drive;
- Strong analytical skills;
- Able to work under pressure;
- Adhere to the Maitland BA Framework & Standards;

- Confident and enthusiastic;
- Team player;
- Presentation and facilitation skills;

Reporting structure

The Business Analyst will report to Head of Projects & Processes.

Remuneration level

Remuneration will be market related and commensurate with experience and seniority. In addition, the successful candidate will receive a competitive benefits package and be eligible to participate in the firm-wide discretionary bonus scheme.