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POSITION TITLE:	Business Analyst
REPORTS TO:	Lead Business Analyst
TEAM:	Digital Business

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At Craigs (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

Digital Business supports Craigs' strategic vision through delivery of the technology roadmap. As a Business Analyst in the Digital Business team, you will play a pivotal role in the design and delivery of the digital projects and initiatives. Reporting to a Lead Business Analyst, this position is responsible for collaborating with Craigs Product Owners, SMEs, and Vendors to design and deliver solutions that will meet strategic business objectives. The Business Analyst works collaboratively through all phases of the project lifecycle from business case, gathering requirements, high level solution design, process modelling, use cases, specifications, configuration, and support of SIT and UAT to implement the target operation model. As a BA focussing on finance within wealth management, your focus will be on accurate capture and reporting of revenue and cost across multiple business divisions. You will be familiar with accounting principles and comfortable within a general ledger and financial reporting. You will be working on finance aspects of wealth and custody platforms, as well as the Finance system, and integrations between these systems.

## WHAT I DO

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- Stakeholder Engagement and Collaboration:** Engage with stakeholders across the organisation to foster a highly collaborative approach to project delivery. Build and maintain strong working relationships to ensure alignment with business needs and transformation goals.
- Collaboration with SMEs:** Work closely with Craig's SMEs, Product Owners and Digital Business colleagues throughout the design and delivery phases of roadmap projects. Collaborate on identifying and prioritising product requirements, features, and functionalities that align with strategic objectives.
- Solution Design:** Assist in developing high-level solutions designs that outline the technology and process changes required for the digital roadmap and projects. Contribute to the creation of innovative solutions that drive efficiency and effectiveness across the organization.
- Business Process Design:** Lead the design of business processes that align with the target operational model and adhere to the project's design principles. Ensure that process changes promote optimal utilization of technology and enhance overall business performance.
- Use Cases and Specifications:** Write clear and comprehensive use cases, specifications and test scenarios that serve as guidelines for the development, configuration and testing of technology solutions. Translate business requirements into actionable deliverables for the development and test teams.
- Configuration of Technology Solutions:** Ensure technology solutions are configured to meet business requirements.
- Product Design Artifact Review:** Facilitate the review of product design artifacts to ensure accuracy, completeness, and alignment with business objectives. Collaborate with cross-functional teams to address feedback and make necessary adjustments.

8. **Application and External Party Integrations:** Assist in the design and delivery of integrations between internal applications and external parties to enable seamless data exchange and process flow. Ensure that integrations are secure, efficient, and compliant with relevant standards.
9. **Continuous Improvement:** Solicit feedback from stakeholders and project teams to refine business analysis methodologies. Stay informed about industry best practices and integrate them into the organization's business analysis approach.
10. **Culture of change:** embody and promote a culture of change across CIP, ensuring all stakeholders engaged and have clarity of purpose and responsibility in their contribution to the realization of CIP's business change projects.

## GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations and CIP procedures and policies.
- Provide general administrative support across the project.
- Maintain a high level of competence with CIP systems.
- Maintain the core competencies as set down by the firm.
- Complete all Company educational requirements as required for the role as set by the Company.
- Act professionally, ethically and work co-operatively and constructively within the framework of the company structure.
- Any other tasks as requested by your manager.
- Demonstrate the Craigs' values every day and encourage, support, and enable colleagues to do so also.

## WHAT I VALUE



At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and clients.

## WHAT I BRING

Qualifications	<ul style="list-style-type: none"> <li>• Relevant tertiary qualification in either Business Administration, Information Technology, or related field.</li> <li>• Business analysis qualification such as IIBA CCBA or CBAP (desirable)</li> <li>• Relevant work experience in Financial Services specifically wealth management, custody including cash management, accounting or finance.</li> </ul>
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<p>Knowledge/Experience</p>	<ul style="list-style-type: none"> <li>• 5+ years' experience delivering complex multifaceted business change</li> <li>• Experience working across multiple projects with complex dependencies</li> <li>• Financial Services Industry knowledge (highly desirable)</li> </ul>
<p>Key Skills and Attributes</p>	<ul style="list-style-type: none"> <li>• Demonstrate the Craigs' values every day and encourage, support and enable your colleagues to do so also</li> <li>• Strong analytical and problem solving skills</li> <li>• Excellent verbal and written communication skills</li> <li>• Naturally curious with high level of accuracy and attention to detail</li> <li>• Good understanding of agile methodologies, tools and ways of working.</li> <li>• Excellent time management and organisational skills</li> <li>• Proactive with ability to work independently and prioritise time effectively</li> <li>• Ability to build strong relationships with team members and stakeholders</li> <li>• Honest &amp; trust worthy, in keeping with CIP values.</li> </ul>