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| **Title :** | Junior Business Analyst (Statements) |
| **Employment Type:** | Permanent |
| **Department :** | Testing & Projects |
| **Location** | Glasgow |
| **Date**  | 18 March 2022 |
| **Closing date** | 18 May 2022 |
| **Salary** | £DOE  |
| **Recruiter** | Gillian Bryant, please send covering letter and CV to gillian.bryant@scottishfriendly.co.uk |

At Scottish Friendly we want to attract the best talent to help us achieve our vision: **to be a leading UK mutual insurer through innovation, efficient customer services and responsible capital management**. Scottish Friendly is one of the most progressive mutual life insurance offices in the UK with over 150 years’ worth of history in the financial services market. Based in Glasgow, Scottish Friendly is a dynamic and rapidly expanding financial services group dedicated to the efficient provision of a wide range of financial products and services. We employ circa 220 staff and we are growing.

As a friendly society, we don’t have any shareholders, so all profits are used for the benefit of the customers. Our people are enthusiastic and passionate about saving and investing.

If you’re inspired to join us, and have the necessary qualities, then this could be the opportunity you’ve been looking for.

**The Role**

We have a new position available for a Junior Business Analyst working as part of the Testing and Project Team. You will have a focus on the testing requirements and outputs of Sonata and other key functions within Scottish Friendly.

This role has a wide remit, allowing you to be involved in many aspects of our business for new and existing projects, UAT testing and New Product testing.

**Responsibilities**

* Quality checking client statements prior to sending out via third party.
* Liaising with mailing supplier.
* Carrying out user acceptance testing, both planning and execution of tests.
* New Product testing.
* Development of process improvements.
* Partner MI review and reporting.
* Working as part of a team to ensure delivery of key development tasks.
* Providing a source of product knowledge for the testing team and defining test scripts.
* Engaging with colleagues across the business to elicit requirements for new and existing projects and forming a bridge with the IT Development Team.
* Managing multiple tasks and meeting development deadlines.

**Candidate Specification**

* MI Production/Analysis skills.
* Working with multi discipline team including Customer Services and IT functions.
* Operating in a project environment and responsibility for delivering outputs to defined standards and within time and cost constraints.
* ISEB testing accreditation or similar.
* Financial Services experience, preferably within pensions.
* Enjoys working in a changing environment on new tasks.
* Has good stakeholder management experience.
* Can manage personal workload.
* Is comfortable challenging and enhancing current processes as well as develop new processes.
* Ability to examine information or a situation in detail identifying key information.

We offer a competitive financial package and excellent benefits including generous pension, cycle to work, healthcare, access to EAP. Our roles are currently hybrid with a mix of home and office working.

We are an equal opportunities employer. We believe diversity brings benefits for our customers, our business and our people. We welcome applications from all individuals regardless of age, gender, disability, sexual orientation, race, religion or belief.