

Position Details	
Position's title	Business Analyst
Unit	Operations and Methods (O&M)
Department/Division	Operations
Position Outline	
<p>This position relates to the business analysis, project management/coordination and tasks undertaking concerning various areas of the Bank and it covers organizational structures, systems, policies &amp; procedures, and staffing requirements. The focus of the Business Analyst's position is to work closely with the Business, Operations, and IT departments of the Bank to gain in-depth understanding of the business strategy, processes, services, and roadmap; to analyze and record business requirements; to review business process from end-to-end to identify and address operational, financial, and technological risks; and to identify opportunities to improve and strengthen business process, including the implementation of new infrastructures.</p>	
Main Responsibilities	
<p>The main responsibilities of this position include:</p> <ul style="list-style-type: none"> <li>• Research, Collection, Analysis and Evaluation of data.</li> <li>• Drafting business requirements for the development of systems.</li> <li>• Assessing and designing/re-designing business processes and identifying opportunities for process improvements.</li> <li>• Identifying issues, risks and benefits of existing and new business/ IT solutions and outlining business impacts (costs vs savings analysis).</li> <li>• Preparation of project study and of the relevant action plan.</li> <li>• Monitoring the implementation of projects and undertaking corrective actions.</li> <li>• Drafting new policies and procedures in co-operation with the appropriate departments of the Bank.</li> <li>• Facilitating the smooth implementation of new organizational structures, procedures, and systems (including change management).</li> <li>• Creating functional specifications for new systems, supporting IT and other departments in implementation and testing solutions.</li> <li>• Performing work measurement exercises.</li> <li>• Adhering to the deadlines agreed for the assigned tasks or projects.</li> <li>• Undertaking any other tasks assigned.</li> </ul>	
Required experience / qualifications / competencies	
Academic Qualifications	Business / Finance / IT or other relevant degree
Experience / Knowledge	<p>Knowledge of and experience in Business / Financial Systems.</p> <p>At least 3 years of work experience in a relevant position</p>
Competencies	<p><b>Data Analysis:</b> Ability to gather and analyze data to make suggestions for improvements.</p> <p><b>Critical Thinking:</b> Ability to understand and analyze risks, find solutions, and improve processes.</p> <p><b>Problem Solving:</b> Ability to think creatively and work collaboratively in teams to solve business challenges.</p> <p><b>Decision Making:</b> Ability to make decisions in areas such as prioritization, scope, viability of solutions, etc.</p> <p><b>Communication Skills:</b> Ability to listen, ask the right questions, correctly understand the information received and to present ideas clearly and convincingly, both verbally and in writing.</p> <p><b>Documentation and Writing Skills:</b> Effective creation of documents such as business requirements or manuals and procedures.</p> <p><b>Highly proficient in spoken and written Greek and English.</b></p>