

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 & 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"> • Research, Collection, Analysis and Evaluation of data. • Drafting business requirements for the development of systems. • Assessing and designing/re-designing business processes and identifying opportunities for process improvements. • Identifying issues, risks and benefits of existing and new business/ IT solutions and outlining business impacts (costs vs savings analysis). • Preparation of project study and of the relevant action plan. • Monitoring the implementation of projects and undertaking corrective actions. • Drafting new policies and procedures in co-operation with the appropriate departments of the Bank. • Facilitating the smooth implementation of new organizational structures, procedures, and systems (including change management). • Creating functional specifications for new systems, supporting IT and other departments in implementation and testing solutions. • Performing work measurement exercises. • Adhering to the deadlines agreed for the assigned tasks or projects. • Undertaking any other tasks assigned. 	
Required experience / qualifications / competencies	
Academic Qualifications	Business / Finance / IT related degree at Master's level
Experience / Knowledge	<p>Knowledge of and experience in Business / Financial Systems.</p> <p>At least 3 years of work experience in the banking sector in a relevant position preferably as business analyst, O&M, or IT officer</p>
Competencies	<p>Data Analysis: Ability to gather and analyze data to make suggestions for improvements.</p> <p>Critical Thinking: Ability to understand and analyze risks, find solutions, and improve processes.</p> <p>Problem Solving: Ability to think creatively and work collaboratively in teams to solve business challenges.</p> <p>Decision Making: Ability to make decisions in areas such as prioritization, scope, viability of solutions, etc.</p> <p>Communication Skills: 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>Documentation and Writing Skills: Effective creation of documents such as business requirements or manuals and procedures.</p> <p>Highly proficient in spoken and written Greek and English.</p>