



BRITISH ROWING

Job Description

Business Analyst

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Job Title	Business Analyst (contract)
Reports to	Chief Operating Officer (COO)
Directorate	Operations
Place of Work	British Rowing Headquarters, London

Job Purpose

The Business Analyst (contractor) role will play a pivotal role in a short-term project (4-6 months) to migrate British Rowing's finance systems to the Sage 200 platform. The role will entail close working collaboration with BR's finance team, BR's internal project manager, internal stakeholders and BR's Sage Business Partner Pinnacle. Reporting into the COO as project sponsor, you will be a dynamic, experienced and proven BA who will successfully drive the project being the key conduit between the Finance team and the wider organisation and between the Finance team and Pinnacle.

Responsibilities

- Development and scoping of functional user requirements ensuring the new Sage 200 solution delivers on expected goals (such as bank reconciliation and interface with other internal systems like the membership system)
- Development of end user plans to test each individual business process within the Finance function
- Management and accountability for individual testing phases, identifying and analysing all issues
- Delivering end user training to the Finance team
- Work closely with the Finance team to finalise mapping structures and the new Chart of Accounts and to establish old to new coding mapping structures where appropriate
- Assist all relevant parties with the integration and adoption of new solutions
- Assist the Finance team with the reconciliation of data migrated to the new solution
- Conduct a readiness assessment and execute final go-live testing with the wider team
- Play a key role in the provision of staff training of all the new finance systems implemented
- Assist the Finance team with the design and creation of new reports to meet the demands of the business
- Work closely with the Finance team and project manager to ensure seamless project implementation
- Other ad hoc tasks as directed by the Chief Operating Officer or Project Manager
- Present a positive image of British Rowing and the sport of rowing at all times.
- At all times consider how the role and project supports the strategic objectives of British Rowing and be a strong advocate for the project.

This list is not to be regarded as exclusive or exhaustive, as there may be other duties and requirements associated with the post, which British Rowing may call upon the post-holder to perform from time to time

Person Specification

Essential

- At least 2 years working in a similar role
- Sage 200 system implementation experience
- Excellent IT skills, including MS Excel
- Strong communication skills
- Proven success at dealing with multiple stakeholders – internal and external
- High level of accuracy and attention to detail
- Negotiation
- Problem solving
- Decision making
- Strategic thinking
- Technical writing
- Presentational skills
- Self-starter

Desirable

- Accountancy qualification
- Project Management qualification
- Understanding of sport sector or not for profit organisations
- Experience of Microsoft Dynamics GP

British Rowing is keen to support agile and remote working, although there is the expectation of at least two days in the office each week. You will be able to demonstrate an ability to drive development in controls and processes and have a singular focus on ensuring the change management project delivers on all of its goals.

Equal Opportunities

British Rowing is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.