

Finance Business Analyst

Job purpose: To adapt, develop and use business analysis techniques to support the detailed design and implementation of complex change and continuous improvement within The Law Society (TLS), supporting both new and existing business services and systems. Understand key business drivers to enable successful realisation of TLS corporate and functional objectives, with a particular focus on Finance-related analysis.

Key Accountabilities:

- Delivers business, IT systems and process analysis to improve organisational capability by working through each stage of a project lifecycle and being the interface between the business and technical teams
- Determines the implications of proposed changes by gathering and analysing business requirements and assessing these against the broader strategic plan, operational priorities and wider impact on the organisation's Finance function Operating Model
- Promotes an organisation-wide commitment to change and the adoption of good practice to ensure TLS strategic plan is realised
- Establishes effective working relationships with colleagues at all levels, including both other transformation programme teams and the wider Law Society Group (encompassing the Shared Service and Solicitors Regulation Authority) to ensure effective delivery of project tasks and products
- Prepares materials for and facilitates workshops across business units and project workstreams and manages product delivery in accordance with project management guidelines
- As a member of the Shaping Our Future Programme team, expected to be an ambassador for the Programme as a whole. This means working collaboratively across the team and continuously improving ways of working. Requests may be received to support other projects to help manage demand peaks and everyone on the team will be involved with supporting staff engagement

Knowledge, skills and experience

Essential

- Strong experience of end-to-end Finance IT system implementation projects, including integration with CRM and payment systems
- Extensive experience of working in an agile environment
- Experience of being involved in extensive business change including staffing, cultural, financial, transactional, IT and overall performance implications
- Strong process design and re-engineering skills including process mapping with

Planning & Organising

- Job requires the ability to forward plan as well as the ability to deal with multiple workstreams and stakeholders with competing deadlines and priorities
- Understanding of how to work with different parts of the business, including colleagues from the wider TLS Group and how to manage their priorities and competing interests
- Collaborative role, needs to integrate and align plans with broad range of internal and external functions
- Plans and organises own work

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<p>use of tools such as MS Visio or other business process modelling tools</p> <ul style="list-style-type: none"> • Experience of using industry standard methods, techniques and business change tools, for example; BPMN, UML/Use Cases, SWOT analysis, Five Whys Lean Six Sigma principles and methodology and wireframes • Ability to solve problems creatively and effectively and understand the business drivers of change • Experience of analysing business and IT requirements in order to achieve process improvements, cost savings and remove inefficiencies • Experience of using a broad range of BA skills, including writing a business case, producing cost/benefit analysis, conducting impacts assessments, documenting functional specifications, reviewing design documents and the end-to-end testing process • Strong communication skills (listening, influencing and persuasiveness) capable of dealing with all levels of staff • Able to adopt assertive approach and challenge business assumptions, while maintaining a diplomatic, tactful and sensitive manner • The ability to work well under pressure and deliver to deadlines within all areas of the business, and often on multiple work streams is essential • Proficient Microsoft Office skills, including Office 365 and MS Visio <p>Desirable</p> <ul style="list-style-type: none"> • Experience of developing Finance function Operating Models (people, process and systems) • Experience of Organisation Re-design implementation • Business Analysis qualification, such as a BA Diploma or equivalent • Proficient in use of MS Project 	<p>Dimensions</p> <p>Operating environment</p> <ul style="list-style-type: none"> • Full time role, fixed term contract, estimated duration eighteen months • Flexibility is essential to meet committed project deadlines • Engaging staff at a variety of levels across; The Law Society (TLS), TLS Group Shared Service Finance function and Solicitors Regulation Authority (SRA) • No Line Management responsibility <p>Financial responsibility</p> <ul style="list-style-type: none"> • Document and update business case and benefits throughout the project lifecycle • Provide information required to enable appropriate prioritisation of change <p>Creative Responsibility</p> <ul style="list-style-type: none"> • Problem solving and support for solution design <p>Analytical Responsibility</p> <ul style="list-style-type: none"> • Detailed design of interim and target state operating model for The Law Society Finance function across people (including business capability), business process and technology parameters <p>Location</p> <ul style="list-style-type: none"> • Based in Central London, some travel to the Law Society Group's Shared Service / Solicitors Regulation Authority (SRA) offices in Birmingham is likely to be required
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