

Job Description Business Analyst

Reports to: Operations Project Manager

Company: INTL Hanley LP

Position Purpose: Provide functional support to expand company's operational capabilities across products and business areas. Collaborate with IT to facilitate projects, execute timelines and meet the goals of senior management.

Primary Accountabilities/Responsibilities:

- Collects, understands and transmits the operational business requirements for new products, processes, and improvements.
- Creates documentation for operational business using case scenarios, process flow documentation, functional requirements and project deliverables.
- Implements processes to support immediate business needs.
- Collaborates with IT development in the design, testing and deployment of build-outs to company systems.
- Acts as a liaison between Operations, Risk, Traders, Controller, Information Technology, and Management regarding automation development and ongoing build out.
- Supports the operational risk and audit process.
- Maintains prompt and regular attendance.
- Completes ad hoc projects and duties or responsibilities as needed.

Job Requirements:

- Bachelor's Degree Business Administration, Finance, Economics or Accounting preferred
- Consulting, BA/PM, futures and options industry experience preferred
- Experience researching and writing business requirements, use cases, test scenarios, etc. desired
- Strong interpersonal skills and excellent verbal and written communication skills
- Strong work ethic and emphasis on attention to details
- Ability to manage multiple tasks and priorities, analyze complex problems and suggest appropriate solutions
- Excellent organizational skills required

Class: Full-time, Exempt

Physical requirements/Working conditions:

- Climate controlled office environment
- Minimal physical requirements other than occasional light lifting of boxed materials
- Dynamic, time-sensitive environment
- Travel as needed