

**Bermuda Monetary Authority is committed to attracting and developing the best people who are dedicated to providing exceptional service.**



## **Senior Project Analyst**

**Department of Operations**

Bermuda Monetary Authority is seeking the services of a skilled and capable individual to work as Senior Project Analyst in our Operations Department. Reporting to the Programme Manager, the Senior Project Analyst will be responsible for overseeing and coordinating approved strategic projects within the Authority. This includes developing technical solutions for business needs by defining, analysing, and documenting business requirements, and recommending system controls and protocols clearly to leadership and staff. The incumbent will be responsible for organising, guiding and directing the activities of cross-functional project teams and prioritising tasks to meet deliverables and commitments on time.

**This is a key role for the Authority and the post-holder will be responsible for:**

- Liaising and collaborating with internal and external stakeholders to gather requirements, develop specifications, assist in documenting new business processes and procedures, facilitate testing, training and user acceptance, and to oversee rollout of the solutions;
- Participating in project planning by defining scope, requirements, identifying project milestones, phases and elements; forming project teams and establishing project budget;
- Monitoring project progress by tracking activity, resolving problems, publishing progress reports and recommending actions;
- Contributing to the data management process by implementing solid, robust and extensible solution designs that support key business flows;
- Establishing relationships with external partners and key stakeholders, and participating in the development and implementation of goals, objectives, policies and works on short and long term strategy and direction for the department;
- Monitoring changes in regulations, legislative issues, policy trends and innovations; and
- Performing other related work and special projects as assigned by management in accordance with competencies normally associated with the post.

**This position requires a proven technical and business background. Therefore, the post-holder should have:**

- A Bachelor's Degree or equivalent qualifications in Business, Computer Science, Information Systems Management or equivalent field from a recognised institution or professional body.
- A minimum of five years' experience in in Business / Systems Analysis or Quality Assurance of which at least two years' experience should be within the financial sector domain;
- Experience working on large scale projects, as well as handling day-to-day operational requests from the business;
- Strong project management skills, knowledge of the PMI or Prince II project management methodology;
- Capability in managing multiple tasks at any given point;
- Strong relationship building skills and the ability to communicate effectively and efficiently in both written and verbal formats; and
- Proficiency in data analysis such as SQL and Microsoft Excel.

Bermuda Monetary Authority is the integrated regulator of the financial services sector in Bermuda. We offer the opportunity for broad exposure to international regulatory issues, special projects and a variety of work experience.

If you are looking for a challenging opportunity in a team environment, we invite you to submit your application online via our 'Careers at BMA' page on [www.bma.bm](http://www.bma.bm). Applications for this position must be received no later than **10th July 2017**.

**BMA House | 43 Victoria Street | Hamilton HM 12 | Bermuda |  
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**Bermuda Monetary Authority is an Equal Opportunity Employer.**

*Individual Excellence...Collective Strength*

**Protection ■■**

**Integrity ■■**

**Accountability ■■**