JOB DESCRIPTION

Job Title: Finance/Business Analyst

Grade: D

Department: Finance

Main purpose of job:

CAF Finance is undergoing a significant period of change including; replacing the end-of-life legacy finance system with a fully supported and integrated ERP platform, enabling a group wide set of finance systems, information and practices with CAF Bank and the US entities, as well as supporting a series of technology changes across the group.

We are seeking an experienced Finance/Business analyst with a broad level of experience using various tools and technologies to play a pivotal role delivering analysis, coordinating and go-live activity between IT, business stakeholders, and operational teams to ensure successful delivery of the new system. ***It is essential to have an understanding of Financial and accounting processes and good experience within the sector that you can use as a solid knowledge base on which to draw***.

Responsible to: Finance Technical Lead

Budgetary responsibilities: None

Responsible for: None

Key Job Responsibilities:

General Responsibilities

- Work with project business teams, vendors and technology teams to elicit, prioritise and communicate the functional and non-functional requirements.
- Support and coordinate any as-is/to-be state of process work, identifying formal and informal business processes in the organization, and obtaining the context in which the process is performed and the value generated
- You will use the most appropriate tools and techniques to support the planning, analysis, development, testing, implementation and improvement of products and services.
- You will contribute to project plans by helping to define the required activity, resource and timelines.
- Create and maintain any materials that reinforce the transition to the desired business outcomes (e.g. business requirements documents, process flows, wireframes, data analysis, design specifications, test plans etc.)

- You will ensure the adherence to agreed governance standards and apply best practice approaches to assigned tasks.
- You will look for opportunities to make changes and recommendations to improve processes and look to encourage your peers to do the same.

Additional Responsibilities

- It is essential to have an understanding of Financial and accounting processes and good experience within the sector that you can use as a solid knowledge base on which to draw
- It would be desirable to have specific previous experience with Sage Intacct
- You must be a self-starter who is proactive and self-motivated, someone who takes responsibility and pride in their work.
- You must be able to communicate in simplistic non-technical terms, must be comfortable to challenge scope and validate requirements at all times to achieve accuracy.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: CAF values and indicative behaviours for the CAF Values and Behavioural Indicators.

Date: Oct 2026

PERSON SPECIFICATION

Job title: Finance/Business Analyst

Date: Oct 2026

Attributes	Essential	Desirable	How Evidenced
Experience			
• Experience of being responsible to a team and sponsor for the progress and requirements gathering of change requests.		✓	EC
• Will have been involved as a business analyst in the complete project cycle		✓	EC
• Experience in continuous process improvement, UAT and implementation of quality standards for business analysis and change activities	✓		EC
• Experience of working on Finance programmes	✓		EC
Qualifications			
• Degree, or equivalent BA qualification		✓	E
• Qualification in financial / accounting systems or software	✓		E
Specialist Skills/ Ability/Knowledge			
• Business Analysis		✓	EC
• Business case development		✓	EC
• Business process modelling		✓	EC
• Business process improvement techniques		✓	EC
• Logical data modelling		✓	EC
• Agile (SCRUM) – EPICS, User Stories, Product Backlog		✓	EC
• Experience and skill in the use of modelling tools to represent business processes, especially MS Visio and BPMN.		✓	EC
Communication			
• Excellent written and verbal skills	✓		EC
• Develops relationships with clients that foster client ties	✓		EC
• Continually seeks opportunities to increase customer satisfaction & deepen client relationships	✓		EC
• Strong facilitation and documentation experience	✓		EC
• Able to deliver informative and well organised presentations	✓		EC
• Ability to build and manage relationships with third party suppliers	✓		EC

Personal Qualities			
• Gravitas / credibility		✓	EC
• Self starter / high level of motivation	✓		EC
• Precise	✓		EC
• Tenacious	✓		EC
• Comfortable juggling various pieces of work at one time	✓		EC
• Comfortable with ambiguity and has a flexible approach	✓		EC
• Pushes creative thinking beyond the boundaries of existing practices		✓	EC
Prior to Appointment			
• Credit Check	✓		R/E
• Dow Jones Check	✓		R/E

• Basic DBS Check	✓		R/E
• Employment References	✓		R/E
• Medical Clearance	✓		R/E
• Right to Work in the UK	✓		R/E
• Credit Check	✓		R/E

✓ *Tick either the Essential or Desirable column as appropriate for each attribute*
† *Insert the code from the key below for how you intend to assess this requirement e.g. at interview, via references etc.*

Key
R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment