JOB DESCRIPTION

Job Title: Technical Analyst – CAF Bank

Grade: C

Department: Bank Technology

Main purpose of job:
To work with colleagues and the bank business stakeholders to gather and communicate business and technical requirements that enable CAF Banks's strategies and operational plans to be delivered. To work with internal delivery teams and third-party suppliers to elicit, document, validate and maintain functional, non-functional, technical and data requirements. The role supports the Analyst Manager in ensuring analysis is complete, traceable, aligned to CAF Bank's technology architecture and standards, and focused on agreed business outcomes.

Responsible to: Analyst Manager

Budgetary responsibilities: N/A

Responsible for (staff/jobs): N/A

Key Job Responsibilities:
Working as part of the Bank Technology Analyst function, under the direction of the Analyst Manager, to support changes to existing and new systems and services, and to::

- Develop and maintain an understanding of CAF Bank's technology environment, architecture, standards and controls, applying this knowledge to analysis activities and escalating potential misalignment to the Analyst Manager and relevant technical specialists. To gather, elicit and maintain business and technical analysis documentation, outlining functional and non-functional requirements, ensuring they are clear, proportionate and traceable to agreed business objectives and outcomes. Maintain end-to-end traceability between business objectives, requirements, solution designs, acceptance criteria, testing and delivered outcomes throughout the delivery lifecycle.
- Work collaboratively with business stakeholders, project and supplier delivery teams, architects, testers and operational colleagues to support effective solution definition, delivery and operational readiness.
- Tailor the analysis approach to the delivery context, including greenfield change, package implementation, adopt-versus-adapt scenarios and work where a solution has already been selected.

- Create and maintain process models, data models, current-state and future-state documentation, analysis artefacts, knowledge repositories and reusable records in line with agreed standards
- Build effective relationships with internal colleagues and third-party suppliers, providing evidence-based challenge, clarifying ownership boundaries and escalating risks, issues, assumptions and dependencies appropriately.
- Apply the analysis standards, methodologies, templates and quality controls defined by the Analyst Manager, participating in peer reviews and contributing to their continuous improvement.
- Review requirements, supplier artefacts and solution designs for completeness and alignment with agreed requirements, business rules, controls, data needs and non-functional requirements, escalating material gaps where required.
- Identify and assess analysis-related risks, issues, assumptions, dependencies, scope changes and delivery impacts, ensuring they are recorded and managed through the appropriate governance routes.
- Support the definition of measurable outcomes, acceptance criteria and success measures, and contribute to post-delivery validation, benefits realisation and lessons learned activities.
- Use approved AI and automation capabilities responsibly to improve analysis quality and efficiency, validating outputs and complying with CAF Bank governance, security and data protection requirements.
- Undertake additional duties as reasonably required by the organisation.

CAF Behaviours

The CAF behaviour framework sets out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Using 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 framework is used for the assessment, management, and development of performance of all our people across CAF

Dated: September 2026

PERSON SPECIFICATION

Job title: Technical Analyst – CAF Bank

Date: September 2026

Attributes	Essential	Desirable	How Evidenced
Experience			
• Experience of working within technology change or project delivery, reporting progress, risks, issues and dependencies to a Project Manager, Analyst Manager or other delivery lead.	✓		EC
• Experience in the complete project delivery lifecycle of at least 2 significant projects	✓		EC
• working collaboratively with business stakeholders, technology teams and third-party suppliers	✓		EC
Qualifications			
• Experience of customer, financial, accounting or banking systems, preferably within a regulated environment.	✓		E
• A relevant analysis qualification such as BCS Foundation Certificate in Business Analysis		✓	E
Specialist Skills/ Ability/Knowledge			
• Elicitation, analysis, documentation and validation of functional requirements and acceptance criteria.	✓		EC
• Elicitation and documentation of non-functional requirements, including performance, security, resilience, recoverability, operability and supportability.	✓		EC
• Technical and data requirements analysis, including integrations, interfaces, data quality, migration, reconciliation and controls.	✓		EC
• Requirements traceability and lifecycle management, linking business outcomes, requirements, solution design, testing and delivery.	✓		EC
• Business Process and Visual Modelling (UML, BPMN, Flowchart)	✓		EC
• Logical Data Modelling and understanding of data structures, flows and relationships.		✓	EC
• Ability to understand complex business domains and translate them into clear models, requirements and analysis artefacts.		✓	EC
• SQL or equivalent data analysis skills.		✓	EC
Communication			
• Strong written and verbal communication skills, with the ability to present complex technical and business information clearly.	✓		EC
• Ability to facilitate discussions, build effective stakeholder relationships and challenge constructively with internal colleagues and external suppliers.	✓		EC
• Ability to apply agreed analysis standards, participate in peer reviews and promote quality, consistency and continuous	✓		EC

improvement.			
Personal Qualities			
• Credibility and confidence when working with business and technology stakeholders.	✓		EC
• Proactive, self-starting and able to work independently while seeking guidance or escalating appropriately.	✓		EC
• Analytical and precise, with strong attention to detail and a focus on quality and traceability.	✓		EC
• Outcome and delivery focused, able to balance analysis quality with pace, priority, risk and agreed scope.	✓		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

Key

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