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Old Town, Swindon, SN1 3EY

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/business-systems-analyst>

Business Systems Analyst

Description

Deliver the application lifecycle of IT Finance business solutions including but not limited to Oracle financial system.

Work with IT colleagues to ensure coordinated approach to support and development of business solutions.

Responsibilities

- Support the organisation to ensure new products and services are in line with relevant policies and strategies.
- The Council's day to day key representative & business partner in all communications with the suppliers and key stakeholders (internal and external) for allocated portfolio of digital business solutions.
- Manage adequate internal controls for the security and integrity of the solutions, ensuring that fraud and other losses are prevented and that Internal Audit recommendations are implemented promptly.
- Work with suppliers and internal colleagues to configure systems to meet business requirements
- Ensure that front line support and development of the system is provided in line with requirements and appropriate standards.
- Develop and manage any links to other solutions ensuring that relevant processes and procedures are carried out to ensure data is validated and fit for purpose.
- Develop, request or commission all reports, outputs and interfaces required by the organisation from the relevant solutions. Support the organisation with refining their requests for information.
- Continue to develop the relevant system ensuring patches and new releases provided by the software supplier are researched, tested and loaded. Recommend and arrange demonstrations of new software as it becomes available. Map processes and translate business requirements to IT requirements. Ensure that procedure guides and training are provided to staff as appropriate. Ensure that the organisation is provided with digital solutions to meet their changing needs.
- 3rd line support for problems caused by software failure or incomplete/incorrect data can be resolved. Ensure accurate records of incidents and requests are recorded and reported to the software supplier. Test fixes provided by the supplier and load onto the live system.
- Train end-users to ensure that they can fully utilise the digital business solutions.
- Undertake any other duties that can be accommodated within the grading level of the post.

Qualifications

Minimum

- Experience working with and developing Management Information Systems and Digital Solutions in line with requirements.

Date posted

19 March 2026

Base Salary

£ 17.85

Job Location

Swindon

Working Hours

9.00 to 5.00 – 37 hours per week

Duration of employment

1st April 2026

Employment Type

Full-time, Contractor

- Experience working with and developing MIS and Digital Solutions Training & Development in line with requirements.
- Educated to A level standard (or equivalent) or sound management information systems experience with experience in a local government or complex working environment
- Excellent written and verbal communication skills which allow effective communication at all levels of the organisation and across directorates, outside agencies and private companies/software suppliers internal and external stakeholders.
- Strong team player with the ability to negotiate or influence change diplomatically.
- Work unsocial hours
- Data extract report writing and data manipulation
- Current driving licence, access to vehicle or equivalent mobility

Desirable

- Extensive experience working in a Local Authority/Council
- Have a background in finance

Contacts



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Email: mail@coepi.uk