



At Cabot, we pride ourselves on being the best at what we do and we recognise that it's the people that make the difference to any organisation. So, are you ready for a new challenge?! As we are on the lookout for a Junior Business Analyst to join our Business Change department in our dynamic Kent office.

Not heard of us? Here's our story:

Cabot Credit Management is a market leader in credit management services. We are an award winning, Investors in People Gold accredited organisation and we are passionate about the ethical treatment of our customers and employees. Our mission is to create pathways to economic freedom and our vision is to make credit accessible by partnering with our consumers to restore their financial health.

Things you should know:

The key role of the Junior Business Analyst is to support Business Analysts in ensuring that the requirements determination and design of business changes for Cabot are undertaken to the agreed standards. You will be working within a cross-functional agile team with the Programme Managers, Scrum teams and Business Analysts to support workstream programmes. This role would suit an enthusiastic person who has a keen interest in business process and is passionate about business improvement. As this is a junior role a willingness to learn and aptitude for business analysis is key rather than experience.

Some of the key responsibilities include:

- Support Programme Manager's and Business Analyst's working as part of a cross-functional team who design, deliver, and maintain technical, software-based products and services to customers and employees as well as supporting non -software based changes.
- Support enhancements and initiatives through the entire change lifecycle, from idea to implementation (including training, communication, and reporting)
- To train and demonstrate solutions to end-users and internal customers.
- Prepare appropriate handover documentation and knowledge transfer.
- Create and maintain effective solution and process documentation
- Make contributions in the development of Test Plans and Test Scripts and perform test execution as required.
- Work closely with the Programme team providing high-level estimates of effort to maintain a high-level feature roadmap.

The fun facts:

Not only are we offering a competitive salary of £20-24k and a fantastic bonus scheme, you will also be entitled to loads of great benefits such as 22 days holiday pro rata plus all bank holidays, discount and cash back on hundreds of high-street shops, private health insurance, healthcare cash back plan, travel insurance, pension, on site health checks plus much, much more.

Things we need from you:

- Education to a degree level desirable
- Any qualification indicating a high level of analytical skills
- Given this is a junior role, willingness to learn and aptitude for business analysis is key rather than experience.
- Experience or awareness of change management principles
- Awareness of business and data analysis tools and techniques such as: requirements elicitation, structured analysis and design, process mapping and component business modelling, business process re-engineering.
- Demonstrates communication skills both written and verbal using a variety of methods, the ability to get the message across and relative to the audience.
- Excellent communication skills and customer focus
- Strong analytical and development skills

What happens next?

If this sounds like you and if you would like to join our rapidly expanding company that offers excellent career progression, then we would love to hear from you! We are looking for people to interview now and join us ASAP!

Diversity and inclusion are very important to us at Cabot and we value a multitude of diverse talent within our business. We want everyone to be themselves at work and encourage a culture that includes everyone. Our policies ensure that every candidate and employee are treated fairly and with equal opportunities.

***At Cabot we are highly regulated by our clients, as such, any successful candidates will have to undergo a basic credit check and criminal background check. Please note that we are unable to proceed to interview stage if a CCJ, IVA or Bankruptcy appears on a credit file, or if you do not have full right to work in the UK – we are unfortunately unable to offer sponsorship.*

