

Test Analyst

We are looking for a Test Analyst to join our Information Services team based either at our London or Guildford office, with some travel to attend relevant meetings, generally in the UK. The role involves hybrid working at least two days office based.

The successful candidate will manage the test cycle and process within Premier Miton, specifically in relation to the FNZ powered platform. They will support the overall Investor Services team in delivering core objectives relating to all aspects of system and operational testing, as well as being able to understand and execute against the processes associated with the platform(s) and manage testing as required. They will develop a good understanding of the FNZ testing cycle, code base and manage FNZ delivery schedule in line with their plans, and challenge where not achieved. They will manage the test scripts and reporting processes, making changes and updates when required, as well as develop a good working knowledge of Connect (PMI's online platform) and the Change / Release process utilised by FNZ. The successful candidate will promote a positive working environment encouraging learning, whilst maintaining a good understanding of operational requirements and restrictions.

If you are interested in the role, please send your CV (together with details of current salary) to:

Emma Burgess, HR Associate
HR@premiermiton.com



Premier Miton's purpose and values

To actively and responsibly manage our clients' investments for a better financial future

Dedicated

Passionate

Responsible

Independent

Collegiate

Principal Responsibilities / Deliverables	
Responsibility	Associated Tasks / Deliverables
To design, implement, maintain and execute against an Operational Change and Testing methodology and approach.	<ul style="list-style-type: none"> • Manage the methodology and approach for both managing externally (with FNZ) and internal testing. • To review and improve the testing approach and management of the process. • Execute against the framework and approach; and support Investor Services also follow the framework. • Design and manage regular MI and KPIs to manage the testing cycle for external and internal reporting (FNZ and Premier). • Manage JIRA (online tool for managing testing and design principles) and escalate where required. • To maintain the processes and risks associated with managing change in Operations.
To understand and execute against the processes associated with the platform (s) and manage change and testing as required.	<ul style="list-style-type: none"> • Quickly get up to speed with the FNZ testing process and code base. • Design both operational and functional test scripts, based on the current proposition, but also considering the future proposition. • Execute against the test scripts and work with FNZ and Premier Miton Operational team to prioritise and complete as required. • Provide support and guidance for both functional, system and operational (user) testing; transferring knowledge on the processes, testing and coding across the Investor Services team. • Create strong relationships with the Test Teams in the UK and any overseas centres, as required by FNZ or Premier Miton. • To manage both the data and operational migration processes; capturing and executing against the identified requirements.
Team Development	<ul style="list-style-type: none"> • Produce and develop training for personnel required in the testing of the platform (s). • To provide support to the Investor Services Management Team to understand the best approach for rolling out training.
Discretionary Business and Migration	<ul style="list-style-type: none"> • To develop a good understanding of the Discretionary business 'as is'; and map to the 'to be' processes. • Own the migration plan, and manage the activities identified.
Projects	<ul style="list-style-type: none"> • Assist with the testing requirements and any other relevant Investor Services adhoc projects and new products as required.
Other	<ul style="list-style-type: none"> • Produce management information in accordance with agreed requirements, typically weekly and monthly, but could be more or less frequently. • Ensure risk and errors are reported in accordance with company procedures; including both projects and BAU. • Support Chief Operation Officer and Head of Connect in discharging their regulatory and operational roles.
Conduct and behaviour	<ul style="list-style-type: none"> • Act with integrity. • Act with due care, skill and diligence. • Be open and co-operative with the FCA. • Pay due regard to the interests of customers and treat them fairly. • Observe proper standards of market conduct.

Education, Experience, Skills and Abilities

	Essential / Desirable
Education / Qualification <ul style="list-style-type: none"> • Educated to GCSE level or equivalent • ISEB Testing / ISTQB (ideally advanced) • Any other relevant Testing qualifications 	E E D
Experience / Knowledge <ul style="list-style-type: none"> • Experience of working with FNZ or similar platform type business models • Have experience of executing against test scripts; and has a desire to own the end-to-end process (design, implement and execute) • Can manage changes to processes and works well as a team. • Experience of working with JIRA, Confluence or similar testing monitoring 	E D D D
Skills <ul style="list-style-type: none"> • Team player with a positive, results orientated approach; • Communication skills with the ability to communicate effective - both written and verbally at all levels; • Strong Interpersonal skills; • Ability to prioritise workload and adhere to deadlines; • Good Problem Solving skills. • Ability to demonstrate tact and diplomacy when coping with difficult situations; • Good administrative and personal organisational skills; • Good numeracy skills. • Good IT skills / ability to use Microsoft Office and Excel. 	E E E E E E E E E
Characteristics <ul style="list-style-type: none"> • Ability to work under considerable pressure and adhere to strict timescales. • Ability to manage external parties, and understand when to escalate accordingly • Attention to detail and be able to translate processes into requirements 	E E D

Other Information

Some travel required to attend relevant meetings, generally in the UK

The post holder needs to be flexible in terms of current business needs as determined from time to time and as reviewed regularly.