



# Senior Business Analyst

## Who we are

Valeyo is a leading Canadian-based solutions provider to the financial services industry. In addition to being a leader in loan origination technology, we are a trusted distributor for industry-leading carriers and service providers across Canada, whose products strengthen our proprietary technologies and expand our suite of lending and insurance solutions. With more than 40 years of business excellence behind us, Valeyo unites a diverse group of insurance, technology, business, and marketing professionals with a common purpose: to help our clients thrive through strong partnerships. Through the combination of our services-driven vision and distribution expertise, we can push further and faster to provide our clients with a broader range of financial solutions for their customers.

As an organization, we subscribe to the concept of winning as a team, working together, and implementing the best ideas put forward. Guided by our core values of accountability, partner-centricity, teamwork & collaboration, results-orientation, integrity, and passion, we take a unified approach to achieving our shared purpose: To help our clients thrive through strong partnerships.

## About the role

Valeyo is seeking a seasoned Business Analyst to join our growing team. This Business Analyst will work within our Lending and/or Insurance Technology team and must be able to take features outlined in our platform technology roadmaps and develop business requirement documentation, user stories and functional specifications for the system engineers. This role works in a dynamic and fast-paced environment and works with cross-functional teams to design, build and roll-out features aligned with the product's vision and roadmap.

## What you will do

### Duties and Responsibilities

To successfully execute this role, the Senior Business Analyst should be able to lead the following key responsibilities:

- Serve as a liaison between the business, customer, product and the software development life cycle teams
- Lead the requirements gathering process with internal and external stakeholders and subject matter experts



- Document requirements and user stories using the right level of detail for the Engineering and Quality Assurance teams
- Clarify requirements and update cases as needed throughout the software development life cycle
- Lead design review and change control meetings by setting the agenda and facilitating the discussion
- Create mock-ups, wireframes, and prototypes that illustrate current and future workflows and product design
- Write release notes for new features that will be delivered to customers
- Work with a Product Manager and Software Engineers to analyze customer problems, how they relate product strategy, and how they can be solved on a product's roadmap
- Work with the Quality Assurance team to review test plans, test scenarios, and test cases
- Work with Product Support and Training teams to support issue resolution and write product documentation as needed
- Participate in efforts to improve software development life cycle processes
- Performing business and user acceptance testing
- Conducting meetings and presentations to share ideas and findings

## **What you bring**

### **Qualifications / Skills and Experience**

- High ownership, passion and work with sense of urgency
- Thrives in rapidly changing environment
- 5+ years of previous experience in software development business analysis
- BS in Information Technology, Business, Science or related field preferred
- Strong technology understanding and experience
- Experience working within an agile development process, specifically with Scrum and backlog management tools
- Experience in financial services and lending/insurance considered a definite asset



- Able to take feedback constructively and iterate on ideas and solutions from multiple stakeholders with differing opinions
- Meticulous thinker who can effectively work out all the details when presented with big ideas
- A passion for championing innovation
- Understanding of user-centric design
- Experience with projects, involving front-end applications
- Excellent written and verbal communication skills
- Must demonstrate the ability to explain technical concepts to a non-technical audience
- Ability to communicate effectively with all stakeholders; i.e. technical developers, business leaders and users
- Demonstrated ability to analyze problems and understand the necessary components of a solution through planning, cost/benefit analysis, testing and reporting
- Ability to participate and lead group requirement sessions with confidence and conciseness

### **The Valeyo Way:**

Through collaboration and innovation, everything we do at Valeyo is focused on people - those we help and those we hire.

It's #thevaleyoway to empower our people with autonomy to make decisions that align with our values, to treat each other with compassion focusing on what we can accomplish as a team; and to recognize our individual and collective efforts.

We share a passion and drive for success and are proudly diverse team. Embracing our differences enhances everything we are involved in from our social awareness as an organization, to our creative problem solving, to the communities we support.

We offer our team the best of both worlds: a fast-paced, innovative environment and an established organization. This includes:



- A healthy, fulfilling work-life balance through a flexible hybrid work model, a Health and Personal Spending Account, plus the comprehensive benefits and perks of a financially stable organization including Group Retirement Savings Plan (RRSP) with a company match for Deferred Profit Sharing Plan (DPSP) and a generous paid-time-off policy including vacation, personal/sick time, wellness day and statutory holidays.
- A continuously evolving people-first environment that takes time to have some fun (virtual team building events including scavenger hunts, charity drives, FitBit challenges, photo challenges, virtual social events, including team lunches, and once we're able to safely do so, awesome potlucks, costume competitions, and karaoke battles) while providing access to professional development opportunities through training and educational assistance programs.
- A bigger than us outlook. Valeyo is committed to conducting its business activities in responsible manner with emphasis on those that are most relevant to our business: including ethical behavior, concern for employee health and safety, care for the environment and respect for the communities we serve.

If you have 70% of the qualifications we are looking for and want to be part of success, we encourage you to express your interest. We can't promise it will be a fit, but we do promise to consider your experience. Apply now.

Valeyo is committed to providing a barrier-free work environment. As such, Valeyo will provide reasonable accommodations available to applicants with disabilities upon request during the recruitment process.

Please contact [careers@valeyo.com](mailto:careers@valeyo.com) for accommodation requests.

Valeyo is an independently operated subsidiary of Securian Financial Group, a Fortune 500 company and one of the largest providers insurance, retirement and investment products and services in North America.