

# BUSINESS ANALYST

## Company Profile:

**The Commonwealth Bank (Group)** is Australia's leading financial institution. It commenced operations in 1912 and since then it has been providing banking, investment, insurance, brokerage and other financial services to more than 10 million customers in Australia and around the world. The Group is also growing internationally with investments and operations in Australia, New Zealand, the US, Europe, Japan and the Asia-Pacific region.

**Commonwealth Bank of Australia** welcomes you to its first branch in Vietnam located in Ho Chi Minh City. Our branch offers a range of banking products and services such as personal and business banking accounts, home, personal and business loans, foreign exchange and international trade services. Our banking products are also supported by leading customer service and convenient access to your money using the hundreds of VNBC ATM machines in Ho Chi Minh City and across Vietnam.

### **Work for Australia's leading bank – now operating in Vietnam**

When you choose a career in Vietnam with us, you will join a team of more than 35,000 people all over the world. Our people strive to deliver one shared vision:

*“To be the finest financial services organisation through excelling in customer service”.*

At the Commonwealth Bank we aspire to:

- Make our people feel valued
- Provide a service experience our customers appreciate
- Be respected and admired in our community

## Contact Information:

### **Company name:**

COMMONWEALTH BANK OF AUSTRALIA – HO CHI MINH CITY BRANCH

### **Company address:**

65 Nguyen Du Street, District 1, Ho Chi Minh City

### **Company website:**

[www.commbank.com.vn](http://www.commbank.com.vn)

### **Company size:**

25-99

## Job Description:

Are you a dynamic, energetic and self-motivated person looking for a challenging and rewarding career in an international bank? This is an excellent opportunity to build a career with the Commonwealth Bank of Australia – Australia's leading retail Bank. We are looking for a qualified Vietnamese national to work in our office in Ho Chi Minh City in the position of **Business Analyst**.

### **Key Responsibilities:**

- Developing business requirements with users through workshops and discussions.
- Analysing and documenting business requirements in a clear and concise fashion suitable for the creation of technical specifications.
- Supporting users in troubleshooting business transaction issues as well as maintaining parameters and contents in systems including, but not limited to:

- Thaler- core banking system
- SWIFT
- SUNGL
- ATM Switch
- Local Payment Systems
- Providing proposals and/or solutions to optimize system requirements
- Checking and running UAT for system development before going live in the production system.
- Supporting users on reporting systems including Business Objects and FPT SBV Reporting systems.

## **Job Requirements:**

Year of experience : 3 year(s)  
 Minimum education level : Bachelors

### 1- REQUIREMENTS:

- University's degree desirable in banking and finance industry;
- 3 years experience in banking or IT in banking services (preferred);
- Knowledge and experience of core banking and accounting general ledger (specifically SUN) systems;
- Strong analytical skills associated with remittance, term deposit, loan, trade finance, investment and transaction banking products;
- Strong business requirements documentation capability;
- Ability to specify business rules and to create a User Acceptance Testing (UAT) plan with variable cases for product development;
- Strong written and verbal communication skills in English and Vietnamese;
- Adaptable to fast changing environment and able to work under pressure;
- Strong problem solving skills;
- Ability to multi-task and have several concurrent streams of work running together.

### 2- APPLICATION:

Interested candidates should send an application letter and their full curriculum vitae (CV) in English including contact details by email to [jobs@commbank.com.vn](mailto:jobs@commbank.com.vn).

The closing day for applications is **05 February 2010**.

## **General Information:**

Job Type : Full-Time Permanent  
 Location : Ho Chi Minh  
 Salary : Negotiable