គ្រឹះស្ថានមីក្រូហិរញ្ញវត្ថុ **ជោគជ័យ ហ្វាយផែន ភីអិលស៊ី**
CHOKCHEY FINANCE PLC.

JOB DESCRIPTION

Position	Reporting to	Department
Business Analysis Manager	Head of IT and CEO	IT

I. JOB PURPOSE:

The Business Analysis Manager is responsible for bridging the gap between business needs and technology solutions. This role requires strong English communication skills to translate business requirements from users, management, and other departments into clear and actionable specifications for the IT and development teams. The Business Analysis Manager will collaborate closely with stakeholders, including department heads and the CEO, to ensure business objectives are understood, documented, and effectively implemented in technical solutions.

II. MAIN DUTIES & RESPONSIBILITIES:

- Act as the primary liaison between business stakeholders and IT/development teams to ensure clear understanding of requirements and deliverables.
- Gather, analyze, and document business requirements, workflows, and processes, ensuring accuracy and completeness.
- Translate business requirements into functional and technical specifications for IT and development teams.
- Facilitate communication across departments and with the CEO to align business goals with system capabilities.
- Support project planning, monitoring, and reporting to ensure timely delivery of solutions.
- Conduct requirement validation sessions with users to confirm accuracy and feasibility.
- Collaborate with QA and development teams to support testing, ensuring solutions meet business needs.
- Identify process gaps and recommend improvements to enhance efficiency and business value.
- Maintain strong relationships with internal teams, external partners, and vendors to support business objectives.

III. QUALIFICATIONS:

- Bachelor's degree in business administration, IT, Computer Science, or related field (master's preferred).
- Minimum of 3 years' experience in Business Analysis or a related field, with at least 2 years in managerial role.
- Strong proficiency in English (both written and spoken), with the ability to communicate effectively with senior management, including the CEO.
- Proven experience in translating business requirements into technical documentation.
- Familiarity with system development lifecycles (SDLC), Agile methodologies, and project management practices.
- Proficiency in business process modeling, documentation tools, and project management software.
- Ability to manage multiple projects and priorities simultaneously.