



Business Analyst Apprentice with M&G plc

Employer: M&G plc

Posted By: BPP Professional Apprenticeships

General Information

Location:	Edinburgh, EH12 9EB		
Total Vacancies:	1	Hours Per Week:	35.00
Hourly Wage:	£9.50	Weekly Wage:	£332.50
Short Description:	We are seeking a highly motivated and conscientious Apprentice who is interested in working in the Business Analysis team, in our Edinburgh office.		

This apprenticeship will give successful candidate a practical introduction to business analysis in an FTSE 100 investments and savings firm, whilst providing early exposure to a range of technology experiences.

Full Description:

We're working hard to build a technology foundation fit for a modern digital, insight-led, responsive business. As a Business Analyst Apprentice you will be working within cross functional teams to deliver change and an improved customer experiences across our technology estate. You will also be part of a wider team of Business Analysts. You will help to advance the M&G Customer Technology community through sharing of best practice, building technical designs and helping to define business requirements. In the Business Analysis Team, we use JIRA and Confluence as well as other tools. You will be expected to build up your skills in that area too. We will teach you:

- How to identify, investigate, understand and capture business requirements
- How to contribute to the Feature Team to help produce the right team outcomes
- How to unblock problems and issues
- How to prioritise the order of work
- How to be an active contributor to the wider community
- How to work with key stakeholders and to build successful relationships

Your duties will include:

- Identifying and documenting business requirements in JIRA and Confluence
- Breaking down complex issues into a way that others can understand
- Attending and running workshops to gather requirements
- Unblocking issues and thinking of potential solutions
- Creating the Current AS IS and Future TO BE processes and perform gap analysis
- Working in a cross functional team to deliver change involving several different people
- Contributing to, and achieving, continuous improvement goals for yourself and your team

Future Prospects:

This is a fixed term contract for 13 months upon which the business may decide to retain, subject to the Apprentice performance, headcount

and available funding. If recruited into a permanent role, the individual will follow the career progression applicable to the specific role/department.

Employer Description: About M&G plc

M&G plc is an international savings and investments business, managing money for both individual savers and institutional investors in 28 markets. As at 30 June 2020, we had £339 billion of assets under management and administration, around 5 million retail customers and more than 800 institutional clients.

With a heritage dating back more than 170 years, M&G plc has a long history of innovation in savings and investments, combining asset management and insurance expertise to offer a wide range of solutions. We serve our savings and insurance customers under the Prudential brand in the UK and Europe and for asset management in South Africa, and under the M&G Investments brand for asset management clients globally.

At M&G our vision is: to become the best loved and most successful savings and investment business and we're looking for people who are excited about joining us on our journey.

To help us achieve our vision we're looking for exceptional people who live our values and behaviours:

- Inspire Others - Support and encourage each other, creating an environment where everyone can contribute and succeed
- Embrace Change - Be open to change, willing to be challenged and able to adapt quickly and imaginatively to new ideas
- Deliver Results - Focus on outcomes, set high standards and deliver with energy and determination
- Keep it Simple - Cut through complexity and bureaucracy, be clear and decisive and never overcomplicate things

We know that an inclusive environment makes us more accessible and ensures we attract, engage, promote and retain exceptional people. We welcome applications from all individuals regardless of age, gender/gender identity, sexual orientation, ethnicity/nationality, disability, or military service and welcome those who have taken career breaks. We will consider flexible working arrangements or home working arrangements for any of our roles.

Employer Website: <https://global.mandg.com/>

Framework: Business & Administration

Training Provided: As a Business Administration Apprentice with BPP, you will undertake the Business Administrator Level 3 Advanced Apprenticeship. The apprenticeship will be delivered through a blend of live online learning, pre-recorded lectures, and face to face inductions and masterclasses

Duration: 13 months fixed term contract

Skills Required:

- Good communication skills, both written and verbal
- High level of accuracy and good attention to detail
- Ability to prioritise and meet deadlines
- Can absorb large amounts of conflicting information and use it to come up with solutions
- Problem solving way of thinking
- A proactive team player who can work independently
- Logical and analytical approach coupled with intelligence, passion and a drive to learn

- Interested in learning more about business analysis

Personal Qualities: The role would ideally be suited to a confident individual with a positive outlook and good attention to detail. They should have a strong desire to learn and be keen to start their career in a financial services environment. The successful applicant should enjoy working as part of a team and be able to manage their time effectively. The applicant would ideally have an inquisitive, can-do attitude and have an efficient approach.

Qualifications Required: As a minimum, candidate will have 5 National 5s with good grades in Maths and English (A-C). Alternatively, you will have 2 years of work experience in financial services industry or customer services.

Other Information: Please ensure that you apply for the position as soon as possible to avoid disappointment. The closing date is a rough guideline as to when an advert will close. The advert may close before the given closing date if the employer has filled the position(s). BPP have a dedicated team who support students with disabilities, learning difficulties, health conditions and wellbeing. Please contact us at apprenticeshipapplications@bpp.com if you have any queries or would like more information.

Closing Date: 16/04/2021

Start Date: 20/09/2021

Interview Date: May – June 2021

Please apply via the link: <https://www.bpprecruitment.co.uk/Search/Job?id=126561&asid=147>