



Business Systems Analyst

Trust Corporation International is widely recognised as Guernsey's leading independent fiduciary service provider. Key to our success has been the calibre of the individuals we recruit and the ongoing investment we make in our colleagues.

Due to our continuing growth we now seek an exceptional individual to work with business users to manage, administer and develop our core administration platform, Viewpoint. The role holder will also have responsibility for overseeing and working with our outsourced IT provider on a day to day basis to ensure that all aspects of IT hardware and software support our business needs now, and as we grow. We offer generous salaries, a rewarding bonus scheme and other competitive benefits.

The role will involve:

Managing all IT aspects of our Viewpoint system including:

- Setting up and maintaining templates, business workflows and new users
- Coordinating the roll out of new functionality from initial analysis, configuration and testing through to live
- Developing and maintaining SQL reports, and
- Making recommendations for the development, implementation and the service delivery of all IT hardware and software solutions, ensuring that all technology processes and procedures are kept up to date with both regulatory and industry standards.
- Ensuring that appropriate information security policies and procedures are in place to protect the business
- Managing the delivery of all IT projects in conjunction with our outsourced IT provider.
- Managing security administration and access permissions (including telecoms).

The ideal candidate will be self motivated and will possess strong inter-personal and organisation skills, attention to detail, as well as:

- At least 4 years' experience in an business systems role
- A working knowledge of trust and company administration
- Strong technical IT skills including SQL database knowledge, project management and business analysis
- Excellent communication and organisational skills