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Assoc Business Process Analyst

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Company: ACI Worldwide

Location: Colombia

Category: business-and-financial-operations

Job Summary

Facilitate the development, implementation, and continuous improvement of ACI's key compliance and risk processes and procedures. Works across organisational boundaries to ensure process consistency and adoption of key risk and compliance policies. Evaluate existing processes and work with key internal stakeholders to facilitate continuous monitoring, adherence, and improvement. Develop metrics that provide data for process measurement, identifying indicators for future improvement opportunities.

Job Responsibilities

Establishes the definition of methodologies, processes, procedures, and best practices in accordance with ACI's defined process framework.

Utilizes the appropriate components of the process framework based on the identified objectives and needs.

Identifies and monitors the tasks, estimates and milestones required to meet the identified project objectives for Risk and Compliance deliverables.

Identifies the stakeholders required to participate in process definition activities.

Makes recommendations for process improvements.

Documents, communicates, and implements process improvements.

Compiles and communicates findings of process needs analysis and other key

interested parties.

Creates and delivers process related training.

Participates in cross-organizational process initiatives to ensure consistency and representation of applicable organizations.

Develops and delivers process Improvement and Root Cause Analysis Frameworks.

Perform other duties as assigned.

Understand and adhere to all corporate policies to include but not limited to the ACI Code of Business Conduct and Ethics.

Understands and complies with Risk Management program requirements including identification of risks, key controls, and control testing as applicable to their responsibilities.

Knowledge, Skills and Experience

Bachelor's degree in computer science, Business Administration, Finance or equivalent experience.

3+ years related experience required, including operational and software application knowledge.

Intermediate Excel, Power Point, Word, Graphics for development of process and communication materials.

Compliance and Risk experience in understanding core policies for an organisation

Excellent presentation, oral and written communication, and listening skills.

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