



ALLPAY LIMITED

Job Description

Owner	HR Manager	Date Created	15/09/2014
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1. JOB IDENTIFICATION
Job Title: Senior Test Analyst Responsible to: Test Lead Department(s): IT

2. JOB PURPOSE
Assist the Test Leads to co-ordinate, implement and execute software testing of the systems and solutions used by allpay. Create detailed test cases, execute manual and automated tests, documenting results and managing defects. Advise on the quality of software in the absence of Test Management. Assist in ensuring policies, procedures and compliance systems are adhered to within the department.



3. DIMENSIONS

To help ensure that software platforms perform according to specification, is of the required quality and is fit for purpose.

Oversee detailed test cases, tests and help ensure the documenting of results and managing defects.

Provide support, assistance and consultancy to other departments within allpay.

Mentor and support members of the QA Department.

Work on multiple projects concurrently.

To test software and systems, some of which are responsible for processing billions of pounds worth of transactions per year, used both internally and externally, by over 200 staff, 800 clients and 5 million customers.

Contribute to the implementation and monitor use of test automation and testing best practices.

Coordinate with tech leads and developers working on related deliverables.

Communicate development ideas and improvements through presentations, demonstrations and specifications.

Provide input into Quality Assurance Team and proactively recommend changes in policies and procedures.

4. ROLE OF DEPARTMENT

The IT function not only covers the corporate IT facilities, but also provides the software service platform that is provided to clients and their customers for processing financial transactions

The QA Department ensure that software developed internally or externally and released into the live environment is tested appropriately depending on the level of risk acceptable for that project; the appetite for risk for that project will be defined by the business.

QA provides quality support, consultancy and analysis services to other departments within allpay to improve processes, procedures and effectiveness.



5. KEY RESULT AREAS

- Help to prepare, maintain and review departmental policies, procedures and best practice
- Input into the training and development needs of the team
- Motivate individuals and the team to achieve agreed goals, mentoring, directing and coaching where necessary
- Assist in the requirements gathering process to help ensure requirements contain enough information and fact to support design, development and implementation
- Identify areas for improvement in requirements and feed back to Stakeholders
- Analyse project requirements and supporting information and produce the relevant test documentation for each system as required
- Participate in 'Agile' development team to develop software designs and specifications based on system level requirements and in accordance with defined development procedures
- Actively participate in sprint and release planning, daily stand-ups and retrospectives
- Support the team to analyse available Business Requirements, Functional Specifications, business processes and associated documentation to ensure all test conditions and scenarios are identified
- Help Test Leads to oversee accurate test execution, and ensure tests executed by Test Analysts and Software Testers are carried out, in accordance with department procedures and policies, analysing, recording, reporting and approving the results
- Help Test Leads to ensure all software or products produced by the teams are fit for purpose, safe for users and is of at least the minimum quality defined and agreed with the Project Sponsor within an agreed time based on the known and available resource
- Provide support, consultancy and assistance to colleagues and other areas within allpay as required.
- Provide estimates of work where required
- Where possible identify areas for improvement in design, implementation and maintenance performed by colleagues
- Liaise with R&D and or Project/Product Management to prioritise, resolve and manage defects.
- Commit to continuous improvement of self, team and allpay
- Maintain and improve current skillset by studying state-of-the-art development tools, testing techniques, and technical equipment; participating in educational opportunities; reading professional publications; maintaining personal network
- *"The post-holder will be required to undertake such tasks as may be reasonably expected by the department manager"*



6. ADDITIONAL KEY DUTIES

- Assist as required with team administrative tasks
- Contribute to the development and maintenance of test strategies and procedures
- Liaise with test management and project teams for project planning and retrospectives
- Liaise with compliance/security, to ensure that products are tested to the required security standards
- Assist and mentor as required with the installation and maintenance of test networks, virtual machines, servers and equipment
- Bring experience of testing methodologies and best practices to help improve the SDLC and the way allpay operate
- The post-holder will be required to undertake such tasks as may be reasonably expected within the scope and grading of the post

7. KNOWLEDGE, TRAINING, EXPERIENCE & SKILLS REQUIRED TO DO THE JOB



Certifications

- Strong testing experience - ISTQB/ISEB Certification is desirable

Technical Knowledge

Has an in-depth knowledge in most, if not all, of the following areas:

- Microsoft Test Manager (or equivalent) - Knows how to use all functions throughout the entire application
- Can create custom test environments and understands the concepts of Virtual Machines
- Test Automation tools – has experience of using Selenium, JMeter, SoapUI, Postman
- SQL - Fully understands relational databases and competent at administration of Microsoft SQL Server
- Visual Studio (or equivalent) - Comfortably logs and tracks defects across multiple projects. Able to create and execute reports
- The whole Microsoft Office Suite and makes full use of the applications for reporting, tracking and day to day projects
- Microsoft Windows server and desktop operating systems

Experience

- Industry standard methodologies and testing techniques including the SDLC, Waterfall and Agile
- Proven software testing experience, preferably some non-functional testing skills
- Knowledge and experience of test automation software and practices
- Knowledge and experience of industry standard testing tools and recommends their use when appropriate
- To ensure all software, or products, under test are fit for purpose, safe for users, is of at least the minimum quality defined by requirements and is completed within an agreed time frame
- Industry standard methodologies and testing techniques including the SDLC, Waterfall and Agile
- Proven software testing experience, preferably some non-functional testing skills
- Possess good knowledge of software and hardware environments
- Knowledge and experience of industry standard testing tools and recommends their use when appropriate

Skills

- Ability to solve problems and provide input into workable solutions or workarounds
- Ability to continually learn and adapt to new technologies and implement where suitable
- Has knowledge of industry standard testing utilities and recommends their use when appropriate
- Possess some knowledge of software and hardware environments including networking



8. JOB DESCRIPTION AGREEMENT

**We confirm that this conveys a full and accurate description of the job as at
##/##/####.**

Job Holder's Name and Signature:

Date:

Manager of Department Name and Signature:

Date:

Director of Department Name and Signature:

Date: