Business Analyst – FTC [12 months]

Who are Ayvens Insurance?

Ayvens Insurance is part of the Ayvens group, a leading provider in mobility services with 3.3 million vehicles under management across 42+ countries. We specialise in full-service leasing, flexible subscription services, fleet management, and multi-mobility solutions. From multinational corporations to SMEs and individual drivers, we support a diverse customer base while driving forward our commitment to digital transformation and a net-zero future.

Euro Insurances DAC, trading as Ayvens Insurance, offers fleet insurance solutions to Ayvens operating entities with assets under management of more than €1bn. The Ayvens brand was launched in 2023, following the merger of ALD and LeasePlan leasing groups to create a market leader in mobility. Ayvens Insurance incorporates legacy insurance books from the ALD and LeasePlan groups.

Grounded in authenticity, curiosity, commitment, and collaboration, we foster an inclusive culture that values diverse perspectives and encourages innovation. As part of the Société Générale group — a leading European financial institution — we deliver sustainable, data-driven, customer-centric solutions worldwide.

Where does this role fit in?

Reporting to the Head of Transformation & Strategic Change and working with multi-functional business & IT teams the Business Analyst plays a key role in analysing business needs, enhancing operational processes, and ensuring alignment between business stakeholders and technical teams. Operating across multiple business functions, the role acts as a central connector between subject matter experts, business representatives, data teams, and technical stakeholders.

This position is ideal for someone with strong analytical skills, structured communication, and experience driving business requirements gathering, documentation, and end-to-end analysis in data-enabled or system-related environments.

What will you be doing?

Business Requirements & Documentation

- Engage with business stakeholders to understand operational processes, clarify needs, and capture detailed requirements.
- Document clear, structured business requirements and translate them into functional specifications for technical teams.
- Facilitate workshops, interviews, and collaborative sessions to validate understanding and refine requirements.
- Support alignment between business needs and proposed solutions, ensuring traceability and consistency across documentation.

Process & Data Analysis

- Analyse & document current business processes, data flows, and operational workflows to identify opportunities for optimisation or harmonisation.
- Highlight risks, gaps, or inconsistencies in processes or data that may impact system design, integration, or future operations.
- Collaborate with data and technical teams to support data mapping, analytical assessments, and issue investigation.
- Apply a foundational understanding of cloud-based or analytical environments to support discussions with technical stakeholders.

Stakeholder Engagement

- Build strong working relationships with stakeholders across multiple locations and functions.
- Communicate clearly with both technical and non-technical audiences, ensuring shared understanding of requirements and priorities.
- Maintain structured communication channels to keep stakeholders aligned on progress, decisions, and upcoming activities.
- Ensure stakeholder expectations are well managed and represented throughout the analysis and delivery lifecycle.

Testing & Validation

- Contribute to test preparation by refining acceptance criteria and ensuring requirements are testable and complete.
- Support functional and user acceptance testing (UAT) activities, including execution, issue tracking, and validation.
- Document test outcomes, support defect analysis, and ensure solutions meet defined business requirements prior to deployment.

What do we require in our ideal candidate?

- 5-10 years of experience across full end-to-end project lifecycle, preferably within insurance or financial services.
- Strong experience with Agile methodologies, including writing user stories and acceptance criteria.
- Experience of waterfall methodologies is an advantage.
- Solid background in business requirements gathering, process analysis, and functional documentation.
- Working understanding of data analysis and data mapping activities.
- Excellent communication skills with the ability to translate complex concepts into clear, concise messages.
- Strong analytical and problem-solving skills with the ability to interpret business processes and propose logical solutions.
- Confidence engaging with stakeholders across multiple countries and disciplines.
- Proactive, structured, detail-oriented approach with strong ownership of tasks.
- Ability to work effectively in collaborative and cross-functional environments.
- Fluent English, written and verbal (C1 level or above).

- Third level qualification is required; business analysis certification is advantageous.
- Experience using Jira, Confluence, SharePoint, and Teams is advantageous.
- Experience working on backend–frontend integration or system enhancement initiatives is advantageous.