



**ALLPAY LIMITED**  
**JOB DESCRIPTION**

<b>Owner</b>	HR Manager	<b>Date Created</b>	07/07/2011 14:58:00
<b>Classification Level</b>	Restricted	<b>Template Version</b>	General Form v1.4

**1. JOB IDENTIFICATION**

**Job Title:** Test Analyst

**Responsible to:** Test Lead

**Department(s):** IT

**2. JOB PURPOSE**

Is responsible for writing and executing software testing across the whole allpay platform. Ensuring that the released software works according to expectations and that it is fit for purpose. This includes creating detailed test cases, executing manual and automated tests, documenting results and managing defects through the fix cycle.

**3. DIMENSIONS**

To test software and systems that process billions of pounds worth of transactions per year, used both internally and externally, by over 200 staff, 800 clients and 5 million customers.

Multiple projects can be worked on concurrently. Project teams are constructed as transient teams for the purpose of delivering specific changes, before being disbanded and as such there are elements of matrix management in play on a daily basis.

**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 function provides a level of independent testing, within a project delivery team, to ensure that any release to live is of the required quality and is fit for purpose.



## 5. KEY RESULT AREAS

Analyses Business Requirements, Functional Specifications, business processes and associated documentation to identify all test conditions and scenarios.

Designs and implements test cases, specifications, plans and procedures for testing all required conditions and ensuring suitable coverage and taking a risk based approach.

Accurately executes tests in accordance with department procedures and policies, analysing and recording the results and reporting to the team / project management structure.

Accurately tracks and reports testing progress.

Generates test data to ensure full testing of all test cases.

Provides test estimates.

Prepares and maintains accurate documentation for plans, procedures and reports.

Installs and configures test environments, including SQL server, IIS, and bespoke software.

Identifies, analyses and prioritises defects, recording them on the defect tracking tool (TFS).

Liaises with the software developers to achieve defect resolution, recommending corrective action where appropriate.

To build and maintain professional relationships across all departments and colleagues.

Maintains awareness of project progress and ensures work is completed within the agreed timelines.

Attends project meetings and provides technical expertise as required.

## 6. ADDITIONAL KEY DUTIES

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

ISEB/ISTQB certification is desirable

### Technical Knowledge

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

- Microsoft Test Manager (or equivalent). Can use all functions throughout the entire application.
- Virtual machine concepts
- Knowledge and experience of industry standard testing tools and recommends their use when appropriate.
- Basic knowledge of and ability to execute automation tests from within MTM/Visual Studio and able to amend and update automation scripts to suit immediate testing needs and lifecycle of product
- SQL, understands concepts around relational databases and can use Microsoft SQL Server management studio to query and manipulate data.
- Team Foundation Server (or equivalent), comfortably logs and tracks defects across multiple projects.
- Has knowledge of and can create basic performance and load tests within Visual Studio.
- Basic knowledge and understanding of Selenium
- Microsoft Office Suite, including Visio.

### Experience

Industry standard methodologies and testing techniques including the SDLC, Waterfall and Agile.

Creative in writing manual and automated test plans / cases / scripts.

Able to come up with new ways to test functionality ensuring complete coverage of requirements and confident when knowing to add further tests or remove where necessary

Able to use own judgement when deciding upon a defect; logging, tracking, and closing defects throughout the software development process.

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.

Possess good knowledge of software and hardware environments.

Will gain a basic understanding of all aspects of the company's own built proprietary software. Will gain an in-depth knowledge of the project that is currently being worked on and other selected company systems.

### Skills

Well-organized, detail-oriented and able to handle and effectively prioritize multiple tasks under pressure.

Good analytical skills.

A challenging and enquiring mind

Excellent attention to detail

A self motivated problem solver who uses own initiative and can work both independently and as a member of a team.

Possess excellent written and verbal communication skills.

Ability to maintain professional working relationships in all circumstances.

Ability to understand technical documents.



**8. JOB DESCRIPTION AGREEMENT**

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

Job Holder's Signature:

Date:

Manager of Department Signature:

Date:

Director of Department Signature:

Date: