

Business analyst

Alternative titles for this job include Process analyst, business systems analyst

Business analysts investigate situations and problems to find improvements for businesses.

How to become

Explore the different ways to get into this role.

You can get into this job through:

- A university course
- An apprenticeship
- Applying directly

University

Any degree that teaches analytical skills can be useful for this role.

Some employers might prefer you to have a degree or postgraduate qualification in a relevant subject such as:

- business information systems
- business management
- computing and systems development
- computer science

Experience during your degree

You may have an advantage if your degree course lets you get some business experience.

This could be through:

- internships
- work placements
- a year in industry

It may also be useful to get experience of managing projects and analysing data.

Entry requirements

You'll usually need:

- 2 to 3 A levels, or equivalent, for a degree
- a degree in a relevant subject for postgraduate study

More Information

- [equivalent entry requirements](#)
- [student finance for fees and living costs](#)
- [university courses and entry requirements](#)

Apprenticeship

You could gain some of the skills and knowledge needed for this role through an apprenticeship.

For example, you could do the Business Analyst Level 4 Higher Apprenticeship or the Project Manager Level 6 Degree Apprenticeship.

Entry requirements

You'll usually need:

- 4 or 5 GCSEs at grades 9 to 4 (A* to C) and A levels, or equivalent, for a higher or degree apprenticeship

More Information

- [equivalent entry requirements](#)
- [guide to apprenticeships](#)

Direct Application

You can apply directly for jobs if you've got several years' experience in project management, consulting or IT.

More Information

Career tips

To become a business analyst, it might be useful to know about [agile project management](#) or other similar methods.

Further information

You can find out more about becoming a business analyst from:

- [The Chartered Institute for IT](#)
- [Institute of Consulting](#)

You can also find out about [government business analysts in the Civil Service](#) on GOV.UK.

What it takes

Find out what skills you'll use in this role.

Skills and knowledge

You'll need:

- business management skills
- analytical thinking skills
- knowledge of teaching and the ability to design courses
- to be flexible and open to change
- the ability to use your initiative
- customer service skills
- the ability to work well with others
- excellent verbal communication skills
- to have a thorough understanding of computer systems and applications

What you'll do

Discover the day to day tasks you'll do in this role.

Day-to-day tasks

You could:

- speak to managers to learn what their business needs are
- write down what the business does and how
- analyse your findings to suggest changes and improvements
- explain the possible effects of changes, such as the costs, benefits and risks
- organise testing and quality checks
- support staff to make changes

This job could help the environment.

For a business analyst to be a green job, you could:

- work for an environmentally friendly company
- ensure that the business follows green policies and practices

- suggest solutions which take into account the environmental impact

Working environment

You could work in an office or at a client's business.

Career path and progression

Look at progression in this role and similar opportunities.

With experience, you could:

- become a [business project manager](#)
- work as a consultant
- work in different industries
- set up your own company
- work freelance