

VBA Consultant

Lux-Advisory is a company specialized in project management and business analysis. Our consultants take part in European or International projects. To support the increase of our activity, we are currently looking for an **IT VBA consultant**.

Mission

In support of the Funding and Investor Relations Division, the consultant will supply an Expert Consultant to provide the following services:

Support Services:

- Support several applications (mainly visual basic for applications ("VBA") and macros) in particular the Funding division
- Perform analysis, testing, documentation, reporting, and change management
- Maintain customer relationships including managing change processes and communication
- Act as a change agent to help facilitate effective deployments/modifications to new and current practices
- Identify risks and liaise on issues related to changes
- Work with the subject matter experts to gather business requirements and any other relevant input required for various projects as requested

Tasks:

- Develop new required features in the VBA applications and macros the Expert Consultant is responsible for
- Follow up on deliverables with internal and external parties
- Prepare documents to support internal decision making, testing, and training material
- Perform testing, create change management documentation, and otherwise support the deployment of technologies and perform production support
- Ensure all material is stored on the client's SharePoint environment for audit purposes
- Other related tasks as applicable such as organising and running meetings, developing agendas, preparing minutes, following up on open actions, identifying risk and issues with appropriate mitigating actions

Responsibilities

The Expert Consultant will be responsible for providing the following deliverables:

- Microsoft documents including the related computer code for all developments and applications
- Complete and reliable functional and technical documentation concerning implemented functionalities
- Complete test management for all functionalities and developments including creation and execution of relevant test cases, demonstrating the expected behaviour in terms of requirements fulfilment and software quality; and creation and execution of training, support, communications, and other change management material as needed to support the change management processes

Skills

The Expert Consultant will have the following profile:

Technical skills:

- Software development experience with VBA and Microsoft Office macros (Access and Excel)
- Ability to manage multiple tasks under competing deadlines and shifting priorities
- Minimum eight (8) years of IT experience
- Have a minimum of five (5) years of direct experience with similar and relevant IT responsibilities
- Ability to document clear and complete business requirements
- Excellent written and spoken English

Soft-skills:

- Excellent communication and presentation skills

Contact

- Please send your CV and cover letter to hr@lux-advisory.com