DATA ANALYST

Reports to:	Date:	Responsible for:
Head of Technology	January 2025	n/a

Role and Responsibilities

To provide analytical support for the organisation through database query writing, data extraction and production of reports.

Key Tasks
Core Tasks • Produces key data reports for the organisation. • Data extraction and data analysis reporting using Excel and SQL queries and other related software such as SQL Server Reporting Services and Power BI • Carries out audits of information and database records. • Identifies areas to increase efficiency and set up and maintain automation of data processes • Works to produce maintainable, automatic reports in PowerBI from data held in SQL databases. • Writes T-SQL queries to extract data to fulfil reporting requirements
People • Communicates regularly with the Head of Technology and other staff members to ensure good information and workflow. ▪ Communicates within the Technology team to resolve database system queries and feature requests ▪ Ensures good two-way information flow to enable all potential issues to be identified and dealt with effectively
Key business reporting and administration ▪ Collates relevant data for inclusion in internal/external reports ▪ Designs and reviews data layouts ensuring that they are fit for purpose ▪ Assists with the collation of monthly KPI reports for the organisation ▪ Develops and maintains other key business reports for departments as required. ▪ Assists with the annual business planning process
Miscellaneous Carry out any other work necessary to maintain excellent customer service and any other duties commensurate with this post, or as reasonably requested by senior management.

Skills and Experience

Essential:

- At least 12 months experience of data driven reporting using T-SQL
- Detail conscious, designing and reviewing data layouts and ensuring that they are fit for purpose.
- Excellent numerical and analytical skills.
- Excellent SQL, Excel, PowerBI skills

- Knowledge of data modelling, data cleansing, and data enrichment techniques.
- The ability to produce clear graphical representations and data visualisations.
- Excellent communication skills, using verbal and written communications with a wide range of people from different backgrounds.
- Experience of working with, and building relationships with, others who are based remotely - good at building & managing relationships via telephone, video calls and email.
- Self-motivated, proactive, organised and able to use initiative and prioritise (self and others) in a multi-task environment.
- Excellent team working and team building skills.
- Ability to maintain strict confidentiality and discretion.

Desirable:
- Experience working with T-SQL stored procedures, functions

- Knowledge of other reporting tools (e.g. SSRS)

Education and Qualifications

Essential:
- GCSE or equivalent in Maths and English
- Educated to A Level standard or equivalent
- Fluency in English

Desirable
- Educated to at least degree level or equivalent level of practical experience

Other

- Strong social motivation: commitment to, and empathy with, the aims and objectives of the Society and Foundation.
- Flexibility: In general, you may well be asked to cover for other members of staff during sickness, annual leave etc. As our clients work across different time zones, you will also need to be flexible regarding your hours of work.
- Team working: getting along with your colleagues is essential. As part of your personal development programme, you will be asked to be a member of various cross-departmental project teams in order to meet specific objectives
- Fair trade and overseas development: it is essential for our employees to have an understanding of the main issues

I understand and accept the above job description and agree to carry out the functions and duties of this post.

Signed: Date: