

## Role Profile

**Role Title:** Junior Management Information Analyst

**Department:** Business Solutions

**Reports To:** Business Solutions Team Leader

<b>Purpose of Role:</b> To monitor the performance of internal people and processes through the use of data.
--

### Key Accountabilities:

*Day-to-day:-*

- Capture and understand requirements for internal performance monitoring.
- Interpret and challenge ad-hoc requests in order to help customers articulate their requirements.
- Demonstrate understanding of such reports by providing complimentary, written commentary.
- Extract the relevant data from internal systems and present back in a clean/consistent format. Verbally communicate with our customers on any information being presented.
- Become proficient in report building.

*The successful applicant will become: -*

- Proficient in writing clear and concise SQL queries to extract relevant data.
- Proficient in report building that presents usable information to internal customers.

### Essential Skills

- 1 years' experience working in a role using Excel.
- Ability to use pivot table to aggregate line level data.
- Ability to look beyond initial request to tease out the relevant requirement.
- The candidate will have the aptitude to understand requirements and information presented back to internal customers.
- Good eye for presentation.
- Confident communicator (Written and Verbal).
- Ability to apply business questions to the systems in place.

### Desirable

- Power BI/Report builder or equivalent Business Intelligence tool.
- SQL – written queries from scratch for report development.
- Conceptual understanding of SQL and demonstrable experience of its application.
- Knowledge of financial services.
- Prior experience of reporting on people performance and business process.