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<b>JOB TITLE:</b>	<b>MI Analyst</b>
<b>LOCATION:</b>	<b>Head Office</b>
<b>REPORTING TO:</b>	<b>Director of Pricing Data &amp; Analytics</b>
<b>DIRECT REPORTS:</b>	<b>N/A</b>

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**JOB PURPOSE:**

The role will have a focus on the development of reporting capabilities across the business. You'll be working with operational and back office functions to deliver the insight we need. Ensuring consistent and accurate data will be at the heart of what you do.

**PRINCIPAL ACCOUNTABILITIES**

- Have a focus on constant improvement, of both quality and efficiency in our reporting.
- Provide regular feedback on operational performance and escalate accordingly if required
- Liaise with business areas to develop MI to support oversight and control
- Translate agreed business requirements into standard report specifications and documentation
- Using available data build and produce MI to track and analyse performance of projects
- Independently evaluate the success of campaigns and projects
- Use information and technologies to identify changes to working methods to deliver benefits to the business
- Use of SQL, SSRS and Tableau
- Maintain, organize and cross reference data from multiple sources.
- Document processes, create reports and other presentations as directed.
- Generate and format various reports including monthly and quarterly executive reports.

This list is not exhaustive and you may be requested, from time to time, to undertake other reasonable duties requested by a Senior Manager or Director, which may sit outside of this Job Description.

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**KEY PERFORMANCE INDICATORS**

- Accuracy of data
  - Quality of work undertaken
  - Speed and efficiency of work, including response to requests
  - Accuracy of written and verbal reporting to Line Manager
  - Sickness, absence and lateness
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**Qualifications, Experience and Skills Criteria**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>General Education</b>		Degree qualified in Analytical skills/subjects, technical subjects such as Math, Physics, Computing, Statistics etc.
<b>Previous Work Experience</b>	Related reporting and analytical experience in financial services	
<b>Specific Knowledge</b>	<ul style="list-style-type: none"> <li>Expert knowledge of developing analysis and reports via MS-Excel, SQL and SSRS</li> </ul>	BI tools such as Microsoft Power BI, Tableau or Qlikview would be preferred
<b>Specific Skills</b>	<ul style="list-style-type: none"> <li>Development of new management information across all business functions:               <ul style="list-style-type: none"> <li>Requirements gathering</li> <li>Design and build</li> <li>Testing and release</li> </ul> </li> <li>Present technical MI to non-technical business stakeholders</li> <li>Work closely with business stakeholders in delivering business reporting requirements</li> <li>Ad-hoc analysis as required by Directors and Business functions</li> <li>Ability to adapt &amp; change reporting requirements to suit business needs</li> <li>Ability to work in a fast paced environment and manage / prioritise workload</li> <li>Liaising with internal stakeholders with regards to ad hoc MI requests</li> <li>Extraction and preparation of data required for regulatory reporting</li> <li>Meeting targets for accuracy, quality and volume and agreed service levels</li> <li>Satisfactory resolution of queries</li> </ul>	<ul style="list-style-type: none"> <li>Producing interactive dashboards through BI Tools</li> </ul>
<b>Demonstrated Behaviours</b>	<p>Works well independently and as part of a team            Shares knowledge and ideas            Contributes to a positive team spirit            Is enthusiastic and willing to learn and develop            Motivate self and others            Communicates and liaises with fellow team members and others            Respects confidentiality of information            Works well under pressure</p>	<p>Looks beyond boundaries of own job to support others            Inquisitive mind            Flexible approach to working week            Completer finisher</p>

	Works within the ISO Quality framework & in line with company policies Eye for detail Works at all times within CSA, FCA, ICO & all other Regulatory Rules & Guidelines	
<b>Specialist Requirements</b>	Management Information development	

**I can confirm I have read and understand the Job Description.**

**NAME:**.....

**DATE:**.....

**SIGNATURE:**.....

**Please sign and return one copy to the HR department for filing.**

**To apply for this position please click on any of the below links:**

<https://www.reed.co.uk/jobs/mi-analyst/36375269?source=searchResults#/jobs/flat-fee-recruiter/p51135?sortBy=DisplayDate>

**Closing date 12<sup>th</sup> November 2018**