

Data Reporting Executive – Job description

Overview:

We are looking for a Data Reporting Executive to take on a broad range of responsibilities with the business. One of the primary focuses of the Data Reporting Executive will be on introducing systems-based processes to replace existing manual processes, but the role will also involve auditing of our databases and report production.

The Data Reporting Executive will report into one of the Directors of the business and relies on working closely with technical and operational team members to ensure that processes and reports are fit for purpose. Below is a high-level overview of the role's key responsibilities.

Introducing new processes:

- Reviewing existing Excel-based processes, identifying any quick wins that will improve efficiency and accuracy.
- Defining new database or software-based processes to replace existing, with a view to automating as much as possible.
- Liaising with our Developer where appropriate to define, test and release new processes.
- Defining data audits that flag issues with processes so that they can be identified and resolved quickly.

Reporting:

- Managing the structure and completeness of datasets that we use to drive Power BI reports.
- Routinely modifying existing MI reports and developing new ones.
- Maintaining data integrity by establishing and implementing regular data checks at all stages.

Self-Development:

- To continue to broaden knowledge and acquire new skills, to benefit both personal and business development.

Required attributes:

- Be process driven, with excellent attention to detail.
- Working knowledge and experience of writing SQL queries to mine and interpret data including the use of simple JOINS to return datasets for investigation.
- Experience of using Excel including writing formulae to home in on specific parts of the data, pivot tables for investigation and data acquisition from external sources like text files or databases.

Advantageous attributes:

- Previous exposure to PowerBI, including the use of DAX and M data languages.
- Degree educated.
- Previous work in analytics or database management.
- An interest in Finance.