

Job Profile
Data Analyst

Job Purpose: The Data Analyst will be utilising internal data to demonstrate the impact of the work done at Baltic by creating dashboards and build on our Finance IT to design a better reporting suite. The role will be supporting the Head of Finance in creating these dashboards for reporting infrastructure from Board through to Manager level information, setting up new Cost Centres and nominal analysis in Finance and assuming a finance administrative support function, supporting the team when needed.

Key Outputs and Accountabilities

- Input into our digital transformation programme designed to improve our processes and data structures.
- Compilation of dashboards suitable for the organisation for impact, risk, standard key performance indicators and metrics.
- Collator of dashboard information relating to group finance including provision of relevant and up to date information supported by Sage Intacct reporting tools and Power BI.
- Responsible for liaising with managers to ensure figures are populated in time and in the correct format.
- Work closely with managers to evaluate programmes through data and utilise for improvement.
- Work with HR and other support functions to assess internal metrics and compliance.
- Data champion across the group encouraging data input and reporting for sound governance decision making.
- Provision of management accounts bundle from Sage Intacct.
- Provision of dashboard reporting once developed.
- Ad hoc support for finance team including assistance on cash counting, inbox checks and purchase ledger processing as necessary to cover holidays.
- Overall responsible individual for creation of Cost Centres, Exhibitions and nominal ledgers on Sage Intacct as instructed by the Head of Finance.
- Creation and management of users on Sage Intacct.

Key person specification

Essential

- Strong communication skills
- Strong analytical skills
- Dashboard knowledge and preparation
- Attention to detail
- Microsoft Office expertise (Excel & Word)
- Knowledge/experienced in databases & trained in Power BI
- Experience in multiple online databases/accounts packages
- Aligned to organisational values and culture

Skills/Attributes

- Organised, ability to manage multiple deadlines
- Ability to adapt communication to all ability levels
- Autonomous working when required
- Approachable
- Positive, honest and resilient attitude
- High accountability and strong professional integrity

- Uploading of budgets, forecasting and other information to Sage Intacct.
- Key relationship holder with external IT providers of databases including management of support calls.
- Internal trainer in dashboard reporting/Sage functionalities
- Responsible for GDPR control and management of data information.
- Ad hoc cash counting of tills – assisted by finance team.
- Ad hoc petty cash tin reconciliations – assisted by finance team.
- Ad hoc administrative tasks such as checking of finance inbox.
- Assistance on purchase ledger ordering and controls.
- Change of hierarchical structures in place on Sage Intacct as required.

- Able to work collaboratively

Desirable

- Worked on Sage Intacct or other accounting online software
- Interest in Social Value accounting

Reports to: Head of Finance

Direct reports: None

Pay Band: E