

Management Information & Data Analyst

Monday to Friday 8.30am – 5.00pm

Based in Cardiff, car parking

Salary – negotiable depending on experience

We are looking to expand our team by seeking an experienced MI Analyst who will support the management team's ability to make timely and accurate decisions based on clear data insight, trends and forecasts. The role is critical to establishing clarity of performance across all key departments.

Reporting to the Finance Director developing effective MI reporting that reconciles into the key financial data that can be used by the department managers to improve their decision making. You will identify and set up new efficient processes solutions, refining work methods by managing MI reporting automation projects. Working closely within the IT systems and Financial Control, aiming to save reporting time and minimise manual input.

KEY DUTIES WILL INCLUDE:-

- Extract, analyse and interpret data to support business decision making and deliver specialist strategic MI within Excel.
- Set up and maintain processes and infrastructure to deliver MI effectively
- Recognise and recommend improvements by providing information to support key decisions, acquisitions and the growth of the business.
- Provide detailed, accurate and consistent metrics, analysis and KPI information to senior managers with timely reports to view progress against KPIS
- Design and maintain reports
- Providing management information on the operational efficiency and performance of the business.
- Data validation and cleansing where necessary from systems
- Understanding the business and working with the departments on information flow in order to streamline data entry to reduce double keying
- Create new reporting models which combine and summarise data from multiple operating systems.
- Complete quality checks in line with business requirements
- Ensure that all system based records are maintained in an accurate and timely manner (and ensure that data integrity is maintained at all times) as prescribed by regulatory, legislative and company procedures.
- Gather and understand competitor activity, using a variety of research methodology collating all new and pre-existing intel centrally, and relevant external data maintaining an up to date knowledge and understanding of competitor activity and industry trends, analysing and sharing with Senior Management
- Undertake any other reasonable tasks as requested by line management.

SKILLS AND EXPERIENCE REQUIRED:

- Experience in using various systems would be an advantage, with proven experience of obtaining information from back office systems either vi an SQL look up or interacting with software provider to understand how to extract data.
- Having an understanding on how databases work
- Ability in mapping data from one system to another
- Advanced knowledge of Excel essential.
- Experience of business modelling and data analysis
- Experience of using statistical analysis techniques
- Commercial exposure connecting analysis to decisions that impact profitability
- An ability to communicate conclusions and insight from complex data analysis in an easy to understand and actionable manner to non-technical teams.
- Financial awareness would be beneficial
- Exceptional communication skills.
- Demonstrate outstanding analytical ability as well as grasp of the big picture.
- Ability to take responsibility for shaping and delivering projects.
- Able to use your drive, creativity and initiative to move the organisation forward.
- Understanding of budgeting.
- An awareness of data-security practices and regulation.
- Ability to work to tight deadlines

Please forward a copy of your CV including your current salary to wendy@forwardwaste.co.uk

NO AGENCIES!