|  |  |  |
| --- | --- | --- |
| **TITLE:** Junior Data Analyst (Finance) | | |
| **TEAM/PROGRAMME:**  Financial Reporting & Information | **LOCATION:**  UK (remote or hybrid working possible) with up to 20% travel | |
| **GRADE**: D1 – Junior level | **CONTRACT LENGTH:** Permanent contract | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE:**  Save the Children International (SCI) is looking for a Junior Data Analyst (Finance) to join our growing Finance Reporting team and support the Data Analysis lead and the MI managers in managing and analysing Financial information and developing and providing reporting, information tools and insights to Finance stakeholders.  The current Finance Reporting suite is predominantly made up of SQL reports drawing data from the transactional Finance system. These reports challenge the performance of the Finance system, are inflexible, and in many cases data in-or exclusions and calculation of the reported measures are not fully understood.    Over the next 1-2 years, we are planning to move the majority of Finance reporting away from the Financial system to a Data Warehouse solution (Azure), with Power BI as analytics and visualisation tool  This role will be instrumental in supporting the Data Analysis lead in visualising Finance data from the Data Warehouse in Power BI, and the MI managers in providing standard reporting and maintaining budgeting and forecasting tools. | | |
| **SCOPE OF ROLE:**  **Reports to:** Head of Finance Strategy and Transformation  **Role Dimensions:**  The role holder will work closely with the senior members of the Finance reporting team as well as the BI team. They will also interact and support Finance reporting end users across SCI.  **Staff directly reporting to this post:** none  **Team size:** currently 3, with a potential to grow to 6 in 2023 | | |
| **KEY AREAS OF ACCOUNTABILITY:**     * Assist in mapping, assembling and cleansing data from different sources * Review and test the quality, accuracy and consistency across systems and work with data owners on making improvements * Maintain documentation for data flows, data attributes and measures * Support in reviewing and if required following up on end user requirements to ensure they are fully understood * Analyse Finance data and visualise results in Power BI, working with and – for new outputs - under the supervision of Data analysis/ MI experts * Support rolling out tools to end users and provide support for end user questions, guidance and upskilling to end users * Support in providing standard reporting (SQL basis) from Unit4 Agresso * Support in maintaining and enhancing Excel-based Budgeting and reporting tools * Contribute to the wider SCI data analytics community and SCI’s data analytics maturity | | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)  **Accountability:**   * holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, budget holders, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS,**  Bachelor or master degree in Computer Science, Information Management, Business Information Systems or similar disciplines.  **EXPERIENCE & SKILLS**   * Knowledge of data management and data analysis principles * Basic SQL and data warehousing skills * Advanced Excel skills; basic VBA skills advantageous * Knowledge of data visualisation tools and principles, ideally experience using Power BI * Interest in or knowledge of Finance function advantageous * Analytical and problem solving skills * Detail orientation and a passion for producing high-quality solutions * Self-motivated team player with strong self-organization skills * Strong communication and presentation skills * Cultural awareness * Verbal and written fluency in English | | |
| **Additional job responsibilities**  The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **Equal Opportunities**  The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Health and Safety**  The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD updated by: Karin Reisinger** | | **Date: 02 March 2023** |
| **JD agreed by: xxx** | | **Date: xxx** |
| **Job Description updated By: Name needed** | | **Date:** |
| **Evaluated:** | | **Date:** |