**JOB DESCRIPTION**

**JOB TITLE**: Data Analyst

**DEPARTMENT:** Finance

**LOCATION**: Bromborough, Wirral

**WORK HOURS:** Mon to Fri, 8.30am – 5pm

**REPORTING TO**: Financial Controller

**ROLE**: To support the Financial Controller in the development of reporting tools, analysing the performance of the business and testing systems development. Although based within the finance department you will be required to liaise across all areas of the business from operations to admin support and IT.

**MAIN PURPOSE OF THE JOB**

**Duties include:**

* Supporting the development of reports through Power BI and within the main ERP system (AMCS).
* Researching and proposing business solutions to improve work efficiency.
* Determining the cost benefit of developing reports and their value to the business as a whole.
* To update and develop existing reports to meet the ever-changing needs of the business.
* To meet with stakeholders to understand their business needs and provide reports and data analysis to enable them to meet their operational targets.
* To continually validate our suit of reports to ensure their relevance and user acceptance.
* To use spreadsheets to provide analysis on specific projects and present the data in an understandable format to stakeholders.

**Requirements for the role:**

* Previous experience in an analytical role.
* Have a thorough understanding of the computer systems and their application in a service business environment.
* Ability to understand complex issues and provide solutions in a simplified format.
* Be able to undertake complex projects and deliver to agreed timelines.
* Must have experience of business software systems (e.g. CRM, ERP, Sage).
* Good time management skills, the ability to work to tight deadlines and excellent technical awareness.
* Solid verbal and interpersonal communication skills are critical.
* Strong commercial awareness.

**SKILLS AND EXPERIENCE**

1. Good administration skills
2. Good level of written and oral communication
3. Financial background and training
4. Advance excel skills
5. Intermediate use of Microsoft office
6. High level user of Power BI
7. Conversant with interrogating data through SQ

**PERSONAL PROFILE**

1. Tenacious and resilient. Able to work on own initiative and also a Leader
2. Team Player
3. Have both common sense and an understanding of the business needs
4. Remain calm under pressure
5. Strong Customer service focus

To apply, please send your CV and cover letter to recruitment@bandmwaste.com