

Financial Services		
Person Specification		
Job Title: Data Analyst		
Post Number: TBC		
Post Grade: LS9		
Attributes	Essential	Desirable
Experience	<p>Experience working with large or complex datasets, ideally within a finance or public sector environment.</p> <p>Experience extracting, transforming, analysing and reconciling data from financial systems, databases and spreadsheets.</p> <p>Experience producing management information or reports for non-technical audiences.</p> <p>Experience supporting statutory returns, audits or externally reported information.</p> <p>Significant experience using SQL/Python for data extraction, transformation and analysis, and Power BI (Power Query/DAX) for modelling and reporting.</p> <p>Experience building reliable, repeatable data processes to support reporting and decision-making.</p> <p>Experience in developing more effective data extraction and reporting approaches</p>	<ul style="list-style-type: none"> • Experience within a finance function. • Experience supporting transformation, reorganisation or system change programmes (including LGR). • Experience responding to audit queries or working with external auditors.

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	<p>Experience developing or maintaining reporting solutions, dashboards or automated data processes</p>	
<p>Specialist Knowledge/Skills</p>	<p>Strong analytical skills with the ability to identify trends, errors, risks and data quality issues.</p> <p>Advanced Excel skills, including complex formulas, pivot tables and data validation.</p> <p>Ability to explain complex data issues clearly to non-technical stakeholders.</p> <p>Understanding of data quality, audit requirements, evidence standards and information governance.</p> <p>Understanding of relational databases (including Oracle), data structures and schemes, with the ability to navigate complex financial or enterprise systems to identify relevant data sources.</p> <p>Understanding of how data is exposed and transferred via APIs, including the ability to work with structured formats such as JSON or XML to extract, validate and analyse data from third-party or internal systems.</p>	<p>Experience using business intelligence and reporting tools (e.g. Power BI, SQL, SSRS or similar).</p> <p>Experience working with finance systems or data warehouses.</p> <p>Awareness of local government financial frameworks, statutory reporting requirements and controls.</p> <p>Experience enabling or supporting self-service reporting or improved use of management information by colleagues.</p>

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	<p>Understanding and application of GDPR, confidentiality and data protection requirements.</p> <p>High level numeracy and literacy, with the ability to produce concise and accurate written outputs.</p> <p>Ability to manage competing priorities and meet deadlines in a fast-paced environment.</p> <p>Ability to step into a new role, quickly build understanding and shape ways of working to deliver improvements.</p>	
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<p>Qualifications</p>	<p>NVQ Level 3 (or equivalent) in IT, data, analytics or a related subject or demonstrable equivalent training and experience.</p>	<p>Degree or equivalent professional experience in data, analytics, IT or other numerate discipline</p>
<p>Personal Characteristics</p>	<p>High attention to detail and accuracy.</p> <p>Methodical, organised and able to work independently.</p> <p>Strong interpersonal and communication skills, with the confidence to work collaboratively across teams.</p> <p>Ability to work independently and collaboratively.</p> <p>Clear written and verbal communication skills.</p>	
<p>IT Skills</p>	<p>Use of word and other Microsoft systems in an office environment.</p> <p>Experience of automated financial systems in a large, multi-functional organisation.</p>	
<p>Physical Requirements</p>	<p>None</p>	
<p>Special Working Conditions</p>	<p>Willingness to work outside normal office hours to ensure deadlines are met.</p> <p>The Council operates remote working in accordance with business need.</p>	