

## Financial Services

### Job Description

### Data Analyst

**Service Area:** Finance

**Reports to:** Assistant Director of Finance

**Responsible for:** N/A

**Grade:** LS09

**Contract:** Permanent

#### Job Objective

This is a new post at Rushcliffe Borough Council, offering an exciting opportunity for the successful candidate to shape the remit, establish ways of working and develop the role as it grows. You will play a key part in setting priorities, building effective relationships across the organisation and ensuring the position delivers meaningful impact from the outset.

The purpose of the role is to design, develop and deliver high-quality data analysis, reporting and management information to support the Council during Local Government Reorganisation (LGR) and ongoing business-as-usual activity. The role will support statutory returns, data extraction, system transitions, data quality and insight, enabling evidence-based decision-making during a period of significant organisational change.

#### Key Responsibilities

Design, develop and maintain reporting and management information solutions, ensuring data accuracy, integrity and auditability.

Design, develop and support automated ETL/ELT data pipelines using SQL, consuming data from internal systems and third-party REST APIs, ensuring data quality and performance, and producing robust dashboards and reports using Power BI, SSRS or equivalent BI tools.

Support LGR workstreams by gathering, validating and analysing financial and non-financial data across multiple systems, contracts and service areas.

Design and maintain automated data extraction, transformation and reconciliation processes, reducing manual intervention where possible.

Support the development of Council systems to maximise output.

Assist with system changes, data migration, testing and reporting linked to reorganisation activity.

Develop dashboards, scheduled reports and ad-hoc analysis (including tools such as Power BI or equivalent) to support managers, senior officers and project teams.

Manage scheduled report outputs and subscriptions, monitoring issues and implementing improvements or fixes as required.

## OFFICIAL

Assist with the preparation of statutory and external returns, ensuring compliance with financial regulations, data standards and audit requirements.

Maintain and improve the quality of financial datasets, including contract data, reconciliations and supporting working papers.

Document data sources, assumptions and methodologies to ensure transparency, reproducibility and audit compliance.

Work with stakeholders to understand business questions and translate requirements into clear, actionable insight, promoting a self-service reporting culture where appropriate.

Support colleagues across the Council with data requests during periods of constrained capacity, prioritising work effectively.

Identify opportunities to streamline and improve data collection, reporting and information management processes.

Apply and uphold data governance, information security and data protection requirements, including UK GDPR, ensuring that financial and other sensitive personal data is handled lawfully, securely, and in accordance with organisational and regulatory standards.

Contribute to continuous improvement of finance reporting processes, documentation and controls.