

## DATA ANALYST, BUSINESS SERVICES, JUBILEE SERVICE SOLUTIONS.

HAYWARDS HEATH

REPORTING TO: NEIL ADSETT, BUSINESS SERVICES MANAGER

---

### JOB PURPOSE

To provide accurate and timely management information reports to clients, underwriters and management as required; assisting in the interpretation of these reports as necessary.

To provide assistance to the development of new reports and reporting methods.

---

### KEY ACCOUNTABILITIES

- The preparation of management information within the business Update in-house database
  - Responsible for setting up processes and procedures within the business to achieve the preparation of management information Liaise with customers in a professional manner
  - To understand the various functions within the business units and help the team to advise on the type, structure and implementation of the management information (MI) system required
  - Working closely with the IT and project management teams to deliver the MI to the business
  - Champion the development and introduction of the ORA reporting toolset
  - To be able to set up new and amend existing system parameters or document templates for use by business users
  - To work closely with the Group MI strategy in development of the Group Data Warehouse capability
  - To be a key champion in getting JSSL to move to deployment of MI to clients and customers over the web
  - To comply with FSA regulations including Data Protection, Fraud and Treating Customers Fairly. To adhere to the Group's six core customer servicing principles
  - To build and maintain internal and external relationships in a manner in which the client values the service provided
- 

### KEY PERSONAL SKILLS REQUIRED

- Strong numerical and analytical skills An analytical mind
  - Strong skills in MS Excel and Access
  - Strong skills in the use of SQL Server Management Studio
  - Strong organisational, time management and multi-tasking skills and the ability to work independently
  - The potential to become trained in new and more sophisticated MI Toolsets
-