Junior Reporting Analyst

age UK

Too many older people have no one to turn to for support. We believe no older person should have to struggle alone. We're Age UK, the UK's leading charity for older people. We provide information, support, friendship and advice when it's needed most. Our services are a lifeline — could you help us reach even more people who need us?

The job, in a nutshell

This is an exciting new role, working within the IT Service Delivery Team. As a Junior Reporting Analyst, your role will involve collecting, processing, and analysing data to create comprehensive reports that drive D&T business decisions, and support D&T's vision of always seeking to create value. This role will also support the Office of the CIO function, this provides cross-functional support for the D&T leadership team through contributing to a wide range of IT management tasks within the two broad categories:
• Do the right things (Strategy, Governance etc.)
• Do things right (Performance Management, Operating Model etc.)
You'll therefore need to be able to demonstrate good communication skills and patience to effectively work with both customers and internal stakeholders. As a junior analyst, you'll have opportunities for growth and learning. Developing strong analytical skills, attention to detail, and effective communication will be essential for success in this role.

What you'll do for us:
Data Collection
● You'll gather relevant data from various sources, such as databases,

"I've been fortunate to work for some fantastic organisations during my career, but Age UK stands head and shoulders above the rest in that everyone demonstrates such pride and dedication to their work, and who we work for — older people who need us most."

Ian Nelson
SERVICE CATALOGUE
SPECIALIST

Our values

WE ARE BOLD
In doing what's right for older people - We are unafraid in standing up for older people and in seeking support for our work with them.

WE ACT TOGETHER
With and for older people - We act as one team, collaborating to get things done.

WE ARE FOCUSSED
On what makes most impact for older people - We never forget that older people are at the heart of everything we do.

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spreadsheets, and software systems.

Data Processing
- You'll clean, organize, and transform raw data into usable formats. This step ensures data accuracy and consistency.

Report Preparation
- You'll create reports based on the collected and processed data.
- These reports may include financial summaries, performance metrics, market trends, or other relevant insights.

Analysis
- You'll analyse the data to identify patterns, trends, and anomalies. This analysis helps stakeholders make informed decisions.

Tools and Software
- You'll work with tools like Microsoft Excel, Power BI, or other reporting and visualization software.

Collaboration
- You'll collaborate with other team members, such as senior analysts, business stakeholders, and IT professionals.

Problem-Solving
- Junior analysts often assist in solving business challenges by providing data-driven solutions. This is critical as we need confidence in our data so that we feel able to use it to make day to day and strategic decisions.

We will be able to use the data to support analysis of value:
- Reduce risk
- Save money
- Make money
- Achieve charity objectives.

Location
Hybrid

People management
No

Division
Group Finance
(Finance, D&T, Strategy)

ageuk.org.uk

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

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This role will also support admin for OCIO (Office of the Chief Information Officer) and other D&T activities. Some of these activities will include:

- Develop and/or maintain filing, recording and reporting systems.
- Arrange and support meetings by sending invites and agendas, taking minutes at the meetings.
- Support the delivery of key projects within the D&T.

Must haves:

Data Analysis Skills

- Proficiency in SQL: You'll have some experience or an understanding of how to retrieve, manipulate, and analyse data from relational databases. SQL is fundamental for creating accurate and insightful reports.
- Excel: You understand how to use Excel for data organization, analysis, and visualization. Features like formulas, charts, and pivot tables are crucial. Technical Competence:
- Power BI: You'll have some experience or an understanding of how to use Power BI to develop dashboards, predict performance, and automate reporting processes.
- As a reporting analyst you'll deal with large datasets. Being meticulous ensures accuracy and high-quality work.

Analytical Mindset

- Critical Thinking: You'll evaluate data objectively and identify trends.
- Problem-Solving Skills: You'll have an understanding of the importance of being able to analyse complex issues and work with your team to devise appropriate reporting strategies.

Communication Skills

- You'll work with your team to translate data into understandable insights for stakeholders.
- You'll present findings effectively through written reports and verbal communication.

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We're an Age-friendly Employer

enei

disability confident

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Business Acumen
- You understand the importance getting to know the context and goals of the business. This will help you to align your reporting with organisational objectives.

Continuous Learning
- You are self-motivated and stay updated on industry trends, tools, and techniques.
- You'll engage with communities, practice regularly, and explore new features

Great to haves:
- Tableau: Familiarity with Tableau for creating interactive dashboards and visualizations.
- Python or R: Basic knowledge of programming languages like Python or R can enhance your analytical capabilities.
- VBA (Visual Basic for Applications): Learn to automate tasks within Excel using VBA1.
- Attention to Detail.

Any other details:
- Occasional travel to other Age UK sites to enable performance of the duties and responsibilities and for the purposes of maintaining and updating professional skills and development.
- Hybrid and remote working require that the candidate meet these additional requirements: Internet bandwidth: 40Mbps minimum. Internet connectivity: Wired / ADSL / Fibre. Stable and safe working environment as outlined in Age UK's working from home policy.

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