

JOB DESCRIPTION



Job Title	MI & Reporting Analyst
Job Location	Office-based at AgilityEco offices in Aylesbury or Sutton
Remuneration	£26,000 - £32,000 based on experience
Hours	37.5 hours per week with 23 days annual leave
Purpose Statement	<p>AgilityEco is a market leading provider of low carbon energy services to householders, businesses and public-sector clients, based in Sutton, Surrey. Our clients include energy companies, local authorities, housing associations and energy efficiency supply chain partners such as contractors and manufacturers.</p> <p>The MI & Reporting Analyst will support our Energy Company Obligation (ECO) delivery and will take a key role supporting operational activities through providing concise actionable reports using existing data points and performance metrics.</p> <p>The successful applicant will enjoy bringing data to life, making it accessible for others to understand, and be looking for a successful and growing business to showcase their skills. They could be a recent graduate looking to put their analytical skills into action, or someone looking to broaden their existing reporting and analysis experience.</p> <p>The successful applicant will have responsibility for a wide range of administration and analytical duties to support the on-going operations of the company. You will be required to assist with analysis and reporting for critical business processes. It is therefore essential you are impeccably organised, have excellent data analysis skills, able to present data in a meaningful manner, have a keen eye for detail and the ability to work to tight deadlines under pressure.</p> <p>In return you will be part of a successful team where you will have the opportunity to evolve in the role and in time explore other areas of the business.</p>
Accountabilities	<ul style="list-style-type: none"> • Designing, creating and delivering accurate and timely reports to Managers and preparing ad-hoc analysis. • Gathering and maintaining a wide array of data-related business reporting covering Compliance, QA, Delivery and Productivity. • Actively undertaking data analyses and data interpretation, to provide business insight. • Preparing reports and presentations for management analysing supply chain delivery and performance using our bespoke delivery platforms. • Providing regular reports and updates to the team managers on team productivity. • Taking the lead on future development of databases to ensure data is captured effectively and can be easily interrogated. • Responsible for regular reconciliation reports and assisting delivery teams with any reporting requirements. <p>Other:</p> <ul style="list-style-type: none"> • Any other reasonable duties commensurate with the post, which may be allocated from time to time.
Dimensions of Role	The job holder will report directly to the Compliance Manager
Working Relationships	Close working relationship with line manager, supply chain Account Manager, QA Manager & Chief Commercial Officer.
Skills, Knowledge and Expertise	

<p>Knowledge and Qualifications</p>	<ul style="list-style-type: none"> • Excellent analytical and report writing skills including advanced use of MS Excel and PowerPoint. • Minimum of 5 GCSE's at grade C or above (or equivalent) – must include English
<p>Desirable Skills and experience</p>	<ul style="list-style-type: none"> • Previous experience in data analysis • Previous experience and understanding of the Energy Companies Obligation (ECO) • Business/Process improvement and development • Knowledge of the energy efficiency and fuel poverty sector
<p>Person Specification</p>	<ul style="list-style-type: none"> • Ability to manage and develop reporting databases. • Good verbal and written communication, time management and organisation skills • Ability to work under pressure and to tight deadlines • Team player • Self-motivated, driven and proactive • Ability to maintain highest level of confidentiality • Attention to detail