



The UK's number one property website

Job Title:	MI Report Writer/Analyst
Reporting to:	Revenue and Systems Manager
Objective of Role: (purpose of the job)	<p>The MI Report Writer/Analyst will work with the Revenue and Systems Manager to design, improve and deliver reports and to interpret them to various steams within the business.</p> <p>To ensure reports are accurate, timely and fit for purpose</p> <p>Help to enrich the technical knowledge of other members of the finance team</p>
Key Responsibilities: (day-to-day tasks and duties)	<p>Management Reporting</p> <ul style="list-style-type: none"> • Production of monthly KPI's for inclusion in the monthly management report to a very tight deadline • Production of additional KPIs and graphs for inclusion in investor and shareholder presentations <p>Compliance and integrity of systems and revenue commitments</p> <ul style="list-style-type: none"> • Members are meeting their contractual agreement including ad hoc promotions thereby ensuring completeness of revenue • Free products and services are authorised and contain an end date in our systems • Business as Usual (BAU) data is consistent across our systems <p>Reports on customer spend and product usage</p> <ul style="list-style-type: none"> • Production of weekly/monthly customer spend/product usage to be distributed internally and/or to the customer • Calculating commissions to be paid to our sales team <p>Review of system changes and reports</p> <ul style="list-style-type: none"> • Verify system changes are as expected and to help investigate anomalies • Review reports produced by others to ensure the data is accurate and fit for purpose before use <p>Ownership of reports within the business</p> <ul style="list-style-type: none"> • Help set up the infrastructure for distribution of information • Periodic review of reports to determine accuracy and purpose • Production of new reports as and when the business requires • Prioritise ad hoc requests (Service Desk)

<p>Requirements: Candidate Profile, knowledge, Skills & Experience</p>	<ul style="list-style-type: none"> • Experience of working in a finance division • Advanced numerical skills and analytical ability to quickly manipulate large quantities of data in Microsoft Excel/Access/Oracle DB, MS SQL Server DB and to extract business insight • Advanced reporting knowledge of SQL or Oracle applications, MS macro writing skills • Ability to gather requirements for reports • Excellent attention to detail • Always striving to improve • Able to work in a multi-disciplinary team and to strict deadlines • Excellent communication and written skills • Strong desire to learn • Self starter
<p>Qualifications: Academic qualifications/training</p>	<ul style="list-style-type: none"> • Degree educated or equivalent: <ul style="list-style-type: none"> ○ Minimum 2.1 degree • A-level maths (A or B) • Minimum 2 years in a similar role
<p>Competencies:</p>	<ul style="list-style-type: none"> • Good general business knowledge • Able to communicate across the business • Interest in the UK property market / online media an advantage