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| **Job Title** | Business Reporting Analyst |
| **Department.** | TBC |
| **Location** | Home 3:2 Hybrid |
| **Reports to (direct)** | Senior Business Analyst |

###### Main Purpose of the Role

The Business Reporting Analyst plays a vital role in ensuring that accurate and timely reporting is delivered to support ongoing business needs. You will drive the development of operational and revenue reports across Digital and Records Management functions, helping the business make informed, data-driven decisions.

###### Key Responsibilities

* Develop reporting to support effective business decisions.
* Manage production and distribution of key reports with precision and timeliness.
* Expand reporting capabilities to encompass broader sales and operational activities.
* Consolidate revenue reporting from bespoke systems into cohesive insights.
* Collaborate with teams across the business to resolve data inconsistencies and anomalies.
* Migrate legacy reports to Reporting Services, Power BI, and SharePoint platforms.
* Streamline the reporting landscape by reducing bespoke reports, increasing accuracy, and enhancing automation.
* Maintain clear documentation of key reporting processes and responsibilities.
* Provide peer support through knowledge sharing and role coverage during absences.
* Flexibility to travel between business sites when required.

**Skills, Knowledge & Experience**

Education- Degree-level qualification or equivalent in a relevant field

Office Tools - Advanced proficiency in Microsoft Office 365 (Excel, Word, Access)

Database Tools - Strong skills in SQL stack including SSMS, SSIS,SSRS

Reporting Tools - Proficiency in Reporting Services, Power BI and Paginated Reports.

Data Insights - Ability to translate raw data into clear and actionable insights

Strong problem-solving abilities and strategic thinking

Self-motivated, independent, and proactive team player

\*\*\* The above is not an exhaustive list but an outline of your duties. All Restore employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

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| **APPROVALS:****Line Manager** Name: ………………………………………………...Signature:……………………………………Date:…………………………………………… | **Post Holder**Name: ……………………………..………………………..Signature:…………………………………………Date:……………………………………………… |

**The company reserve the right to amend or update this job description as the demands of the business develop.**

**Signed Job Description are to be returned to the HR Department and will be used as part of the Appraisal process**