
JOB DESCRIPTION

Job Title:	Finance Data Analyst
Department:	Finance
Position reports to:	Finance Manager
Position is responsible for:	N/A
Location:	Leeds
Regulated Job Role	Conduct Rules

ROLE PURPOSE

The Finance Data Analyst will act as an integral part of the Finance team ensuring they produce sound management information for use in Finance and the wider business.

RESPONSIBILITIES

1. Develop processes to extract management information from the firm's systems and applications.
2. Combine data from multiple sources to produce digestible management information for the team and wider business.
3. Monitoring data quality and removing corrupt data.
4. Assist in the production of financial reporting tasks for example forecasting and Stress Testing assessments.
5. Work as a team and ensure other departments are provided with required data in a timely manner.
6. Be an integral part of the wider team in explaining report findings and working collaboratively to meet tight deadlines, whilst providing a detailed overview of financial areas you are assigned to.
7. Always ensure confidentiality and protect the reputation of the Firm.
8. Comply with the FCA regulation and conduct rules.
9. Any other reasonable request as required by senior management.

QUALIFICATIONS & EXPERIENCE

- Educated to minimum of A-level standard.
- High competence with data extraction and manipulation, using Microsoft Excel, Power BI or similar.
- Excellent verbal and written communication skills.
- Ability to analyse multiple sources of data and identify basic trends / themes.
- Confident working alone and as part of a team.

KEY RELATIONSHIPS

- Director of Finance
- Financial Controller
- Finance Manager
- Finance Department teams
- Wider RB office network

ACCOUNTABILITY

All individuals, regardless of their position, have a duty to support and promote the values and ethical principles of the Firm. Regardless of whether the role is or is not regulated by the FCA, individuals must adhere to the FCAs Conduct Rules, and there is a standard of conduct and behaviour that is required by the Firm. It is of the utmost importance that individuals seek to always uphold and promote the reputation of the Firm and should work collaboratively to deliver the best outcome. Further information is held within the Code of Conduct - Ethics Policy.

While the responsibilities in this job description are representative of the main tasks, they are not exhaustive. Therefore, role holders may be asked to perform tasks deemed reasonable to meet the business objectives resulting in amendments to the job description.

EMPLOYEE SIGNATURE

I acknowledge that I have read and understand the above job description in its entirety and accept that this is an accurate reflection of my role.

Signed

Date

