

# ALLFORD HALL MONAGHAN MORRIS

## **JOB DESCRIPTION: Data Analyst**

**Job Title:** Data Analyst  
**Reporting to:** Project Accountant  
**Working with:** Architects and Support Teams  
**Location:** Clerkenwell, EC1

### **Main Purpose of the Role**

The Data Analyst reports to the Project Accountant and ultimately to the Head of Finance. The Data Analyst's primary responsibility is to assist and support the Project Accountant in providing the accurate and timely management reports required by the Practice.

### **Main Duties**

- Maintain and develop reporting and analysis tools linked to the company's databases.
- Write custom queries to facilitate the use of existing data, ensuring required analysis can be completed in a timely manner.
- Producing documentation on new and existing systems used by the Finance Team,
- Assisting the Project Accountant with the production of required reports:-
  - Regular – Fee forecast, Billing Schedule, Project Profitability, Accrued & Deferred Income
  - Ad-hoc – Project Reconciliations, Project Costing
- Manage ad-hoc projects to create solutions for issues raised by the internal teams in order to make processes more efficient.
- Working with team members, undertaking Excel/VBA development work.
- Write and optimize SQL queries.
- Data visualisation
- Sharing knowledge with Project Accountant when new solutions are implemented.
- Training the Finance Team on newly developed tools.

### **Other duties:**

- Providing general support to the Finance Team on other tasks.
- Providing holiday cover for the Project Accountant.
- Providing support to the Sales and Purchase Ledger Clerks.

### **Essential Skills:**

- Expertise in VBA and Excel (including macros).
- Expertise in data management using SQL.
- Must have 1+ years SQL experience (writing, debugging, performance testing/enhancing).
- Advance skills in other MS Office applications.
- Have a head for mathematics and a solid understanding of core development principles.
- Basic understanding and knowledge of HTML – desired.
- Self-starter
- Team player
- Reliable