



Data Analyst

The Role

Based in London but currently working remotely.

As a result of our successful transition to remote working due to COVID-19, we are really proud to be in a position to grow our outstanding team. This Data Analyst role will be responsible for compiling monthly client reporting. Extracting data from a proprietary database; creating reports using approved templates and ensuring quality output of data will be key. Formatting data and reports to a high standard and ensuring that all reports are delivered on time. Your experience as a Data Analyst will mean that you already know how to respond to ad-hoc reporting requests and understand the need to work closely with an Account Management team. Cleansing data with the knowledge of developing user-friendly business intelligence reports that are beneficial to both our clients and colleagues will form a huge part of the Data Analyst role.

- Responsible for compiling monthly client reporting
- Extract data from proprietary database
- Creating reports using approved templates
- Respond to ad hoc reporting requests
- Cleanse and manage learner data (including processing)
- Quality assure data and analytical outputs following best practice guidelines
- Integrate data feeds from disparate sources
- Respond to incoming requests
- Develop business intelligence reports
- Analyse and triangulate data
- Log, analyse and manage problems
- Champion GDPR best practices

The Person

As a Data Analyst we need you to be highly numerate and use a variety of analytical techniques to provide quality, timely analysis and intelligence. Your advanced knowledge of Excel will be essential to both the business and the position of Data Analyst. Our collaborative environment will be somewhere that you will be comfortable displaying your expertise. Liaising with internal and external clients to fully understand data content already forms part of your extensive experience in this area. The high degree of computer literacy and attention to detail means that you are capable of using a variety of analytical techniques to provide timely analysis. The successful applicant to this position will possess a strong statistical knowledge and proactive nature when handling projects and workloads. If you are a goal oriented self starter, who is passionate about what you do and are looking for a place that will truly appreciate your talents; then get in touch.

- Highly numerate with a grasp of a variety of analytical techniques
- Provide high quality, timely analysis and intelligence
- High degree of computer literacy
- Advanced knowledge of Microsoft Excel
- Basic statistical knowledge
- Demonstrable interest in statistical analysis
- High attention to detail
- Collaborative, team-oriented
- Proactively analyse data
- Define and implement data acquisition and integration logic
- Liaise with internal and external clients
- Gather, understand, and document detailed business requirements
- Manipulate, analyse, and interpret complex data

Benefits

- Private Healthcare
- Company Pension Scheme

- Childcare Voucher Scheme
- Eyecare Voucher Scheme
- Working from home (subject to line managers approval)
- 25 days annual leave PA
- 3 Personal Development Days PA
- 3 Volunteering Days PA
- 4pm Friday finish
- Dedicated Wellness Manager to help you achieve an optimal state of health and wellbeing while reaching personal and professional growth
- Variety of clubs and activities (incl Run Club, Games Night, Yoga to name a couple)
- Competitive basic salary

The Company

Circus Street is a training organization that builds digital and data capability for the world's leading brands. The learning programs we develop equip teams with the tools and knowledge to work more effectively with colleagues, partners and customers. Circus Street is delivering global programs to more than 200 companies around the world, training learner populations that range from 1,000-100,000+ users. We combine award-winning animation, interactivity and professional presenters to deliver highly engaging and effective content. Our dedicated account management team delivers customized learning programs and we combine this with a broad marketing and business transformation curriculum, written in collaboration with independent expert practitioners. We are trusted by more than 200 'Fortune 500' brands. Circus Street was founded in 2009 in our London head office, and now employs more than 100 people across our global sites in New York, Austin, Singapore and Sydney.

Take a look at our recruitment video: <https://vimeo.com/195957703>