

## Job Description – Management Reporting Analyst

### Job description

Are you a highly organised, down-to-earth quick learner who enjoys working with data, implementing and improving processes and working with a friendly analytical team? Then we'd love to hear from you!

Due to the growth of the business, we are looking for a Management Reporting Analyst to implement and execute all aspects of business management information. Initially the focus will be on cleaning up the data and designing efficient and effective reporting processes, and you will then own the running and ongoing improvement and expansion of these.

Your responsibilities will include:

- Designing and producing periodic reports for revenue, sales and other business performance topics
- Producing analysis for Board meetings and to support the Management team and Operating Committee
- Automating the analysis production to ensure that where possible views are available in real-time
- Working with our in-house development team to design and build interactive digital reports
- Building out non-financial metrics to support business goals

There are often ad hoc requirements and change projects, and you will have the opportunity to get involved in a wide variety of business support work within a small, collaborative, fast-paced team. This is a great learning opportunity for someone who is proactive with excellent attention to detail and can identify ways of using technology to make processes more efficient.

### Job requirements

- 2+ years' experience in business / financial reporting using different systems/tools, preferably in a corporate environment
- Bachelor's degree
- Ability to learn quickly and proactively take initiative and ownership of delivering tasks to agreed deadlines
- Detail focused with a desire to ensure high levels of accuracy. You will take pride in wanting to get into the detail, understand data and ensure that it is and remains accurate.
- Strong Excel and Powerpoint skills to analyse and visualise data and communicate key messages
- Analytical mindset, with a drive to create, follow, monitor and improve processes to work efficiently
- You need to be a problem solver and forward thinker – don't just fix the immediate ask, but take ambiguous issues, break them down to understand the root cause, and then design a future-proof solution
- Flexibility, reliability, willingness to 'muck in' and the ability to work under pressure
- Ability to interact and communicate effectively and build strong working relationships at all levels of the organisation
- Collaborative, dependable, responsive team player with the ability to work independently and take initiative as you build trust

### About us

Expand Research is a specialist firm that provides unique business intelligence and decision support services via benchmarking and market research across the global financial services industry. The majority of Expand's activities are focused on strategic cost and human resourcing benchmarking across a variety of financial services sectors.

We are a wholly-owned subsidiary of the Boston Consulting Group and are headquartered in London with offices in Singapore and New York. Our enthusiastic and committed team has a friendly, diverse small company feel with regular social events and a highly collaborative, professional, supportive and entrepreneurial working culture.

### **How to apply**

**This is an immediate vacancy, and early application would be an advantage.**

Please email your CV and a covering note, telling us why you are excited about this role and consider yourself to be a good fit for it, to [careers@expandresearch.com](mailto:careers@expandresearch.com) quoting reference **MRA**.

**Please also include your current and desired salary and confirmation that you are permitted to work in the UK, along with your notice period/available start date.**

*By submitting your personal information, which could include a job application, you give Expand and BCG permission to process, screen and store it for the purposes of the recruitment process. We may share this personal information with a third party IT provider which hosts our recruitment platform and with third party assessment providers who assesses your qualifications as part of the recruitment process. Your personal information will not be shared with any other parties except as set out herein. For additional information, please review our [privacy policy](#) which we will update from time to time. You give Expand and BCG permission to retain your application and contact details to verify whether you have previously applied and so that we may notify you of further opportunities.*