Job Description



JOB TITLE: Data Analyst

GRADE: 3

REPORTING TO: Finance Analysis Manager

LOCATION: London

# **ABOUT US:**

ERS is the UK's largest specialist motor insurer with an A+ rating. Through Lloyd’s Syndicate 218 we work exclusively with motor insurance brokers to help get under the skin of the most difficult insurance risks, helping build products to meet their customer’s needs.

ERS recently announced the backing of Arcus, Lloyd’s syndicate 1856, giving the firm the ability to write Specialty, Commercial and Reinsurance lines alongside the existing motor business within Syndicate 218.

**THE ROLE:**

The role of the Data Analyst is to provide high quality, proactive analysis across the business. This involves two key parts: i) developing data and MI, working closely with the Finance Systems, FP&A, Business Partners, and Business teams across the group; ii) Leveraging the data and MI to provide proactive analysis to drive enhanced business performance.

**KEY RESPONSIBILITIES:**

* Constant focus on proactively enhancing data, MI and analytics to drive business performance.
* Work closely with the Finance Systems team in developing efficient production of quality, insightful MI in an efficient, optimum manner.
* Work closely with the FP&A / Business Partners / Business to produce high quality, proactive analysis to drive business performance.
* Work across the group looking for ways to optimise performance, through insightful data analysis.
* Drive the business forward by providing insightful analysis identifying key trends for management attention.
* Responsible for working closely across the business to build strong relationships, build deep understanding of the business. Challenge where required.
* Continually drive to provide high quality & timely advice, information, analysis and interpretation to the business to underpin effective decision making, meaningful performance management and meet statutory requirements.
* Provide an independent view (to challenge the business) of financial and operating targets.
* Provide insight on strategic challenges, new initiatives and work with the business on all such matters.
* Understand the drivers of business performance, identifying trends, areas of opportunity or remedial action and influencing the implementation of initiatives to address these.
* Be instrumental in the development of effective analytics tools and associated data-sets in support of commentary and analysis requirements set out below.
* Measuring and improving service delivery through providing an essential link between all functional areas of the business and managing activities in such a way to ensure operational efficiency and consistency.
* Ensure that any findings, insight, processes that benefit the central MI function universally are brought for consideration to share/consolidate.
* Embody and amplify the ERS values in all aspects of day-to-day activity ensuring that all interactions and engagements are carried out with the highest ethical and professional standards and that all work is accomplished with quality and in accordance with ERS values
* Carry out other reasonable tasks as required by line management

*The above duties and responsibilities are not an exhaustive list and you may be required to undertake any other reasonable duties compatible with your experience and competencies. This description may be varied from time to time to reflect changing business requirements.*

**Business Areas Supporting:**

* All Business Units and Finance for all Financial analysis.

**KEY DESIRABLE ATTRIBUTES:**

* Significant experience in providing high quality, insightful analysis to drive the business.
* Significant experience in working with data, Finance and the Business in developing high quality analysis.
* Microsoft Office products, including advanced Excel
* Experience and expertise in TM1 and other reporting tools for MI purposes
* Financial services background and experience/ knowledge of Specialty Insurance.
* Understanding of data structures and experience of extracting and utilizing data to drive key strategic decisions.
* Appreciation for financial/management accounting.

**KEY PERSONAL DESIRABLES:**

* Part / Qualified Accountant (ACA; ACCA; CIMA)
* Commercial financial experience
* Specialty Insurance industry experience would be a preference
* Effective Communication skills - The candidate can express themselves clearly and effectively when communicating, including written, verbal and listening.
* Initiative & Change self-starter - Takes action without being prompted. Able to react to change and use initiative to identify areas where change is necessary and lead others through change.
* Driving & Delivering Results - Motivation to complete work and deliver the desired outcome in line with the job requirements and timescales
* Planning & Organising - Making good use of time, establishing effective priorities and establishes clear efficient work practices
* Problem Solving - Defines problems clearly and logically, effectively using an appropriate problem solving and decision-making style to address situations. Communicates the problem and solution appropriately.
* Decision Making - Effectiveness and ability to make decisions to achieve goals and drive these to successful completion.
* Teamwork - Able to work collaboratively with others in a participative environment, using appropriate interpersonal and communication skills to promote team effectiveness.
* Commercial Awareness (Including Financial Awareness) - Has an awareness of internal and external commercial and financial markets and the financial and commercial impact their decisions may have on the success of their department and the wider business.
* Personal Growth & Self-Management - Effective management of own and others time, establishing effective personal goals and standards for future growth and development
* Building Relationships - Developing good relationships, gets along with all levels of staff and executive, putting them at ease.

Name (PRINT): .…………………………………………………………………

Signature: …………………………………………………………………………

Date: …………………………………………………………………………………