

BUSINESS DATA ANALYST

BRISTOL

2020



The Role

We are a leading provider and administrator of self-invested personal pensions (SIPPs), part of Curtis Banks Ltd, based at Temple Quay, Bristol just a 5 minute walk from the railway station. Our employees are a mix of all ages and there is a vibrant, fun culture that extends outside the workplace.

We offer a fantastic benefits package, including a generous pension scheme, flexible working, study support to help develop your qualifications and early close on Fridays to name but a few. For more details about us visit [Curtisbanks.co.uk](https://www.curtisbanks.co.uk) or find us on LinkedIn and Facebook.

We are looking for an experienced Business Data Analyst to join the Change Team at Curtis Banks. The team have been tasked with migrating business-critical data to our new core systems. The project will impact the processing and reconciliation of high volume / high value transactions as well as regulatory reporting and other bespoke reporting tasks.

The Change Team will oversee data analysis, mapping, audit, cleansing and transformation in order to bring certainty to the data elements of the project.

Operating as part of the Change Team, the successful candidate will be working with technical and business colleagues to deliver a large data driven project that is vital to Curtis Banks strategic objectives and growth.

The role is based in Bristol; occasional travel to our Ipswich Office may be required.

Key Accountabilities:

- Database schema analysis and mapping.
- Data analysis to understand and map existing and proposed data sets.
- System analysis to understand and document existing and proposed core systems and key interfaces.
- Proactively identify and seek resolutions to system / operational issues.
- Drive requirement gathering through targeted questioning.
- Support the project manager in identifying and managing risks through appropriate data controls and project governance.
- Support the testing and configuration of proposed data solutions.
- Co-ordination with project stakeholders and suppliers in delivering required data focussed outcomes.

Skills and Experience

- A strong understanding of the data migration process with experience of data migration, analysis and delivery on significant programmes.

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- Ability to sort through multiple concepts and ideas and understand complex data flows.
- Expertise in data management including an understanding of data governance and quality control.
- Experience of formalising and documenting business & technical requirements for data transformation.
- Experience of supporting and reporting on data cleanse progress and delivery.
- Good technical knowledge of database structures.
- A background in pensions and knowledge of the financial services regulatory environment and strong understanding of risks and controls.
- Advanced knowledge of MS Office products including Word, Excel and Visio.
- Advanced knowledge of Microsoft SQL Server and associated tools.
- Exceptional attention to detail.
- Excellent communication skills, both written and verbal.
- Able to effectively manage internal and external relations. Applicants must pose a high degree of interpersonal skills and be able to prioritise workloads on a daily basis to ensure that specific deadlines are met.

Desirable Skills and Experience

- 3 years' experience in a similar role.
- Knowledge of data transformation and migration tools.
- Technical knowledge of pension administration systems ().
- Specific knowledge of SIPP & SASS products.
- Experience of working in both waterfall and agile project environments.
- Experience of working with Microsoft Dynamics NAV databases.

Working for Curtis Banks has never been so rewarding...

- Everyone receives a generous salary, 26 days holidays and the opportunity to take part in our fantastic Sharesave Scheme.
- Amazing Pension contributions from the business of 8%
- Benefits scheme that includes discounts from shops, gyms etc.
- Cycle to Work scheme and many more...