

**JOB TITLE**      **Data Quality Analyst**

**REPORTING TO**   **Group Operations Manager**

**SALARY BAND**   **£25,000 - £32,000**

**JOB BRIEF**

- Responsible for providing and implementing a framework using efficient systems, processes, and controls so data is recorded and maintained accurately and securely.
- Do this by ensuring employees are aware of their responsibilities and all regulatory requirements are met.
- Responsible for client data appearing on client portal, along with internal CRM User dashboards and Management Reporting.

**Recruitment headline**

- Data Quality experience in cleansing and improving quality of data, with experience of systems (Microsoft Dynamics), process change and people management.

**Responsibilities**

- Ensure efficient systems, controls and where possible technology is in place so data is recorded securely, accurately, and efficiently.
- Drive departmental data accuracy goals, objectives, KPI's and Management Information
- To test and analyse data produced for MI to ensure business decisions are based on accurate statistics.
- Ensure any data imported/ migrated into the centralised system is validated and maintains the high level of accuracy.
- Create an ethos where secure, accurate and quality data recording throughout the CAM Group is a requirement.
- Pro-actively identify inaccuracies in CRM data and provide improvement ideas to all departments.
- Troubleshoot data-related problems and authorize maintenance or modifications requirements.
- Ensure systems and controls are in place to ensure data is held securely and accurately.
- Provide monthly reporting on system data activity.
- Monitor and analyse information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)
- Support system upgrades and internal development, including integration with existing or new systems.
- Establish rules and procedures for data sharing with upper management, external stakeholders etc.

**Desirable skills**

- Experience as data manager
- Excellent understanding of data administration and management functions (collection, analysis, distribution etc.)
- Data Quality experience in cleansing and improving quality of data, with
- Experience of various systems (preferably Microsoft Dynamics),
- Experience with process change and people management.
- Experience in delivering process and system changes.

**Requirements**

- Project management experience
- Experience in FinTech
- Proficient in MS Office (Excel, Outlook, Word etc.)
- Excellent communication and collaboration skills
- Excellent understanding of data administration and management functions (collection, analysis, distribution etc.)
- Familiarity with modern database and information system technologies
- An analytical mind-set with problem-solving skills