**Name : TBC**

**Job Title:** Business Intelligence Administrator

**Hours:** 40 hours, Mon-Fri, 8am – 5pm

**Job Role:** Reporting to and taking direction from the Business Intelligence Manager in refreshing various reports across the group of both financial and non-financial data. Assist with administrative duties, as well as working with SAP Business One to improve efficiencies in deliverables.

**Job Responsibilities:**

* Assist in updating regular reports across the group
* Work with the BI Manager, BI Analyst and other individuals to understand the ongoing reporting needs of each department and company.
* Assist with SAP B1 related queries, and support the development of SAP B1 across the business
* Assist in the documentation of Business Intelligence processes
* Support the BI Manager throughout larger SAP B1 related projects
* Monitor and manage SAP B1 support tickets through the Freshdesk portal
* Monitor the currency and accuracy of all system data ensuring integrity throughout
* Regular housekeeping of redundant data across the group
* Keep various reporting matrices up to date across the group
* Loading and monitoring of data in SAP B1, communicating gaps and resolving where needed

**Job Skills:**

* Good analytical skills
* Preferably educated to graduate level with a finance/ business background
* Knowledge and experience of financial processes would be useful
* Good working use and knowledge of SAP B1
* Computer literate with a very good working knowledge of Excel, eye for detail
* Stable and trustworthy
* Work well independently and within a team, ability to self-motivate
* Good people skills (staff, customers, suppliers)
* Good communicator, articulate with strong telephone call handling skills
* Willingness to complete essential but more mundane related tasks
* Well organised, able to organise time and work, ability to multi-task

You are required to adhere to the company standard terms and conditions of employment and to be aware of your duties as an employee of the company with regard to the quality management system, general standards, health and safety and confidentiality.