Data Analyst Apprenticeship

London, City: £20k-£22k

We are looking to recruit an apprentice data analyst who will work alongside the Head of Analysis to deliver solutions for the Consulting team. The successful candidate will be able to show their analytical capabilities to provide and produce comprehensive data analysis for the Consulting team and ultimately the Client. Good communication skills are essential.

This is a Level 4 Data Analyst Apprenticeship and represents a great opportunity for the successful candidate to grow with the company. If you have the ambition to make a real difference and have the requisite skills, we would love to hear from you.

Key Activities

- Support sales, marketing, data collection and production of remuneration surveys
- Client support in use and interpretation of survey data
- Analysis of pay and incentive data both from proprietary surveys and published data, including from Directors' Remuneration Reports
- Research and analysis in consulting & marketing projects
- Other research activities as needed

Accountabilities

- In liaison with the Head of Analysis draw up project plans for specific projects, agree with internal 'clients' their requirements for it and negotiate completion timescale with a view to other commitments
- Work in co-operation with internal 'clients' to complete accurate and checked work within agreed timescale. Co-operate with Head of Analysis to spread workload when necessary
- In liaison with Head of Analysis, draw up project plans for assigned remuneration surveys which meet the overall publication deadlines
- Project-manage allocated surveys or survey activities to keep to agreed plan. Carry out personally marketing, data collection, checking and cleansing, data analysis and the production of report tables and charts
- Propose and implement improvements to survey analysis processes and system to increase speed and efficiency
- Ensure self-checking and provide 'audit trails' and explanation notes in all analysis work.

Competencies

- Attention to detail, concern for order and producing a top quality product
- Genuine interest and passion for all things numbers and data related
- Personal drive towards improvement and learning
- Good MS Office skills and confident in using Excel to analyse data (e.g. understands how to use V & H-Lookups, Pivot tables, IF Statements)
- Effective time management and project management skills
- Client service focus with concern for prompt delivery and accuracy
- Seeks clarification and feedback from internal and external clients so as to meet client needs better
- A basic financial/commercial awareness (possibly from studying business or a similar discipline)
- Enthusiasm and flexibility.

Desired qualifications

Ideally educated to A-Level standard in relevant subjects e.g. mathematics, economics, business (however will accept applicants with strong GCSEs in relevant subjects).

Future prospects

Career progression with potential for a permanent position once Level 4 has been completed.

Things to consider

Applications from graduates are very welcome, however if you have a degree in certain relevant subjects (i.e. Computer Science or related subject) we are unable to accept applications for this apprenticeship as funding is not available.

Apprenticeships are funded by the Education & Skills Funding Agency (ESFA), an executive agency of the Department for Education. To be eligible for a Government funded apprenticeship you must have lived in the UK or European Economic Area (EEA) for the last 3 consecutive years.

Apply for this role

To apply for this role, please send a covering letter and your CV to recruitment@mm-k.com.