



**Job Title: Data Analyst**

**Location: Burgess Hill**

**About us:**

ILG has grown to become a market leader in fulfilment, warehousing and logistics services. During this time, it has evolved alongside the e-commerce wave and major developments in the courier and freight industries to be the pick, pack and ship service for online businesses.

This is a full time, permanent position working 8am – 5pm Monday to Friday.

The Data Analyst provides support to the finance function ensuring shipment data is accurately recorded in our systems so that ultimately customers are invoiced correctly, and profit is stated accurately. It requires manipulation of large volumes of data, investigation of variances by way of exception reporting resulting in corrective action being taken.

Working autonomously to tight deadlines this role requires a numerate, logical thinker who enjoys investigating and resolving variances. Responsible for ensuring data is processed and corrected on a weekly basis whilst identifying trends, highlighting process improvements and working as part of a larger finance function, providing support in other areas as required.

**What you will do:**

- Importing and manipulating large volumes of carrier data, and investigating variances arising between invoiced charges and accruals within our internal systems
- Validation of carrier charges against agreed tariffs and taking corrective actions where appropriate to ensure cost accruals and pricing to the customer is correctly stated
- Supporting the wider finance team on ad hoc projects, administration and requests
- Participating actively in continuous process improvement projects, seeking ways to develop current working processes
- Providing management information where requested

**Skills we are looking for:**

- Strong working knowledge of Excel, including functions such as lookups, pivot tables and IF statements
- Strong experience of manipulating data, reporting and problem solving in Excel
- Demonstrable experience of high levels of accuracy and attention to detail
- An effective problem solver who enjoys seeing tasks through to completion
- Enjoys working in process driven environment and becoming an expert in their field
- Ability to prioritise, manage own workload and proven experience of working to tight deadlines
- Able to work successfully as part of a team
- Knowledge of the logistics industry, reconciliation and previous experience dealing with couriers and industry suppliers is desirable but not essential