



Job Title: Senior Data Analyst

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 position, Monday to Friday. 40 hours per week, this role will be based with our finance team in Burgess Hill/East Grinstead and includes remote working in line with our home working policy.

The Senior Data Analyst is a senior position in the Finance Support team, reporting to the Data Analyst Supervisor, working to provide 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 and leadership to the rest of the finance support team and 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
- Providing support to the Data Analyst Supervisor with managing the finance support team to ensure the above is achieved as a collective target, managing workload of the team and rolling out new processes as required
- Provide support and training to the Finance Support team
- Review and report on team targets and deadlines
- Assist with the production of regular departmental KPI's to senior Finance managers
- 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 a team leader and 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