Job Title Data Analyst – Coder (fixed term, 6 months)

Salary £26,000 per annum

About the role

Reporting to our Research Manager this role plays an important part in supporting our research and data team in achieving the delivery of SIB's new strategy and focus.

Purpose

This role will contribute to our data and analysis to capture social investment market activity. It is critical for us to capture the loan and grant deal level data stored in different file types to input into one standardised database; and allow for useful data analytics and learning.

This role has two facets: data capture, and formatting and coding for integration with SIB's internal systems – particularly Salesforce – and the social investment data standard – which is available as a JSON data model or a Google Sheets / Excel template.

The key datasets that will be accessed:

- Loan offer documentation +/- 1000 records
- Annual accounts +/- 10000 records
- Grant offer data +/- 700 records

The social investment data standard provides a guide for the data capture. The current data stored at deal-level is extensive and you will be required to look through excel spreadsheets, word documents, PDFs and email exchanges to input some of the variables specified in the template. There may be occasions where you will have to access primary data through contacting organisations by phone or email.

Scope of role

- It is estimated that the following task be able to be completed over a six-month period, working primarily from our office. There is scope to extend the role if necessary.
- There may be occasions where you can work from home, but this will be dependent on access to datasets.

Key responsibilities

1. To review our historical portfolio data across various IT and database systems and input into the standard data template.

2. To ensure all data captured correctly.

3. To capture all data 'intelligently', with the flexibility to change the template as needed and to sense-check the information inputted.

4. To clean the data where necessary (formatting variables, deleting or replacing inaccurate records with the correct information, removing duplication).

5. To integrate data capture in the standard with data held in SIB's internal systems and to work closely with the data and operations team in so doing.

6. To support in any necessary coding in order to integrate data into the standard and into internal systems.

7. In agreement with manager to undertake other tasks that support The Social Investment Business' objectives as required.

Core competencies

Skills Essential:

- Excellent computer literacy

- Excellent knowledge of Excel

- Excellent organisational and interpersonal skills

- Ability to work on own productivity

- Good adherence to task timelines

- Excellent attention to detail

- High tolerance for administrative and repetitive tasks

Skills Desirable

- Experience with creating, manipulating or using large databases

- Experience inputting/capturing data for use in a research project

- Experience with JSON

- Experience with Salesforce

Education / Professional experience

- Degree level or equivalent professional qualifications

- Relevant experience in a data entry/administrative role

- Quantitative research assistant role

Our values are:

- Put People First

- Be Curious

- Be Bold

- Be Collaborative

- Be Accountable

How to apply

Please send a **supporting statement** and **CV** to currentvacancies@sibgroup.org.uk outlining your own skills, experience and qualities and matching them to our key responsibilities, core competencies and values.

Your application should also include a completed **equality and diversity monitoring form** which can be downloaded from the website.

Social Investment Business Ltd strives to be an equal opportunity employer. We particularly welcome applications from ethnic minority groups and from people with disabilities.

Closing date: Friday 9th November 2018