

Job Advert: Data & Reporting Analyst

About GroceryAid

At GroceryAid, our people genuinely care about making a difference. We're collaborative, supportive, and united by a shared purpose: to support grocery workers and their families through difficult times. By 2030, we're aiming to reach everyone in the industry who needs us—and technology is a vital part of how we'll get there.

About the Team

Our IT function delivers reliable, innovative technology that enables GroceryAid to achieve its mission. As a newly integrated team; bringing together IT infrastructure, business systems, and data & reporting, we sit at the heart of the organisation's digital transformation and future growth.

This is a fantastic opportunity to join a growing team and play a key role in shaping how technology, data, and insight are used across a purpose-driven organisation. Working in a varied and fast-paced environment, you'll collaborate across all areas of the business, gaining exposure to a wide range of systems, projects, and stakeholders.

From improving processes and enhancing user experience to enabling smarter, data-driven decisionmaking, the team has a visible and meaningful impact on how GroceryAid operates and evolves.

Key Benefits:

- Annual Leave of 25 days + 3 Christmas days
- Excellent pension scheme
- Private Health and Dental care
- Life Assurance
- Weekly Values Awards
- Annual Performance Achievement Awards
- Flexible/Hybrid working

About the Role Job Title: Data & Reporting Analyst

This role sits within the Data & Reporting Team of the IT Function, reporting to the Head of Data & Reporting.

If you enjoy problem-solving, building impactful dashboards, and using data to drive better decisions, this could be the role for you.

Purpose of the Role

You will deliver accurate, timely, and insightful reporting to support decision-making across GroceryAid.

Working with teams across the organisation, you will develop clear, effective dashboards and management information, ensuring consistency and usability of data. You will also support the improvement of data quality and documentation of data sources, helping to build trust in data and enable insight-led working.

Key Responsibilities

- Produce accurate, timely, and consistent reports, dashboards, and management information to support operational and strategic decision-making.
- Work with stakeholders across the organisation to understand reporting requirements and translate them into clear, well-designed reporting outputs.
- Manage and maintain reporting data sources, developing a strong understanding of source systems, data structures, and data flows.

- Validate data and investigate anomalies, working with Business Systems and IT to resolve data quality issues at source.
- Manage and maintain data imports and extracts required to and from business systems
- Develop and maintain dashboards and reports using agreed reporting and analytics tools, ensuring consistency with organisational standards.
- Document data definitions, reporting logic, and data flows to support transparency, knowledge sharing, and resilience.
- Support the Head of Data & Reporting in maintaining data governance standards and promoting good data management practices.
- Respond to ad hoc data and reporting requests, providing clear analysis and insight where required.
- Contribute to the continuous improvement of reporting processes, automation, and selfservice reporting capabilities.
- Support data literacy across the organisation by helping colleagues understand and use reports effectively.
- Contribute to a collaborative team environment by supporting colleagues, sharing knowledge, and assisting across team boundaries where needed to achieve organisational goals.

Essential Skills and Experience

- Strong skills in developing reports and dashboards using agreed analytics and reporting tools (e.g. Power BI, Excel, SQL).
- Ability to analyse and interpret data and translate it into clear, meaningful insight for nontechnical audiences.
- Good understanding of data structures, data models, and how data flows between source systems and reporting tools.
- Confident use and oversight of data platforms, preferably Microsoft Fabric
- Strong attention to detail and ability to validate data, identify anomalies, and investigate data quality issues.
- Ability to gather and clarify reporting requirements with stakeholders across the organisation.
- Experience producing clear documentation of data definitions, reports, and data sources.
- Ability to support and deliver user training
- Good understanding of data governance, data quality principles, and responsible use of data.
- Ability to manage multiple reporting requests and priorities effectively.
- Strong communication and collaboration skills, working closely with Business Systems, IT, and business teams.
- Ability to support colleagues in understanding and using reports and dashboards, contributing to improved data literacy.