

Job Description – SQL Report Writer

Job Title:	SQL Report Writer/Administrator
Department:	EIM Back Office Support (Cheltenham)
Directly responsible to:	Head of Operations

Job Description:	To complete any combination of the Management Systems and Control tasks below in a timely and professional manner.
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Adherence to Management Systems & Controls

- Ability to develop and understand existing complex SQL queries, views and stored procedures predominately in an Oracle environment but knowledge of MS Access would also be of use.
- Proficiency in Excel including macros, charts and pivot tables.
- Experience with Crystal reporting or similar product would be an advantage.
- Primarily responsible for re-writing a number of control reports used by the back office to ensure the highest standards of compliance and service to our clients.
- Assess the needs of management in order to develop a new Management Information (MI) package together with other business-critical reporting.
- Work closely with management and the operations department to identify reporting needs and design and implement new reports, testing and debugging as required.
- Maintain and deliver scheduled and ad-hoc reporting.
- Undertake regular and ad-hoc administration tasks as required.
- Must have ability to research and resolve issues independently.
- Possess a disciplined approach to working either on your own or within a team.
- Based in Cheltenham
- Ideally 6 month work experience in both creating and maintaining reports.

Effective Communication & Support

- Communicate with colleagues and clients in a professional manner, using appropriate business language and correct grammar.
- Attend regular operations meeting to discuss ongoing work and raise any queries.