



**JOB TITLE:** Business Intelligence Support

**DATE:** 1 December 2025

**REPORTS TO:** Business Intelligence Lead

**LINE MANAGER:** N/A

### **PURPOSE OF ROLE**

- Utilise the Microsoft Power Platform suite (Power BI, Power Apps, Power Automate) alongside advanced Microsoft Excel skills (including formulas, pivot tables, Power Query and data modelling) to optimise and expand current business processes. Streamline operations, drive efficiency, and deliver data-driven insights for informed decision-making. Continuously explore opportunities to leverage automation and unlock the platform's full potential
- Design and implement advanced solutions that enhance operational efficiency, enabling users to transition from spreadsheet-dependent workflows to a more sophisticated working environment. Alternatively, optimise existing spreadsheet-based processes to achieve greater efficiency and effectiveness
- Facilitate seamless integration and successful implementation of system and process changes across Becketts, promptly addressing and resolving system and IT queries
- Support delivery of projects aimed at enhancing client services
- Conducting checks to ensure data is cross referenced, accurate enabling it to be trusted

### **KEY RESPONSIBILITIES**

- Facilitating data modelling, visualisation and analysis of crucial business data, typically with Power BI, empowering high-level management to derive valuable insights for informed decision-making
- Enhance data analysis capabilities by harnessing the power of AI software, ensuring the delivery of precise and impactful insights for informed decision-making. Continuously seek opportunities to streamline operations, enhance efficiency, and provide actionable recommendations through the innovative application of advanced technology tools and solutions
- Conduct data analysis and reporting for back-office and investment platforms
- Collaborate with the BI team and the wider Operations team to develop and customise software solutions, enhancing overall business efficiency
- Communicate with key stakeholders, ensuring they are kept informed of progress or delays with projects
- Assist in testing and implementation of new functionalities available within the back-office system to ensure seamless integration
- Highlight missing data or data inaccuracies, escalating to Business Intelligence Lead if unable to resolve
- Maintain and continuously improve Becketts' systems and processes, identifying areas for enhancement and implementing innovative solutions

- Update and manage various records, primarily on IO (back-office system), to facilitate data cleansing and generate exception reports. Collaborate with team members as needed
- Use Snowflake to develop, maintain, and optimise existing data processes, ensuring data is accurate, well-structured, and readily available to support reporting, analysis, and business decision-making.
- Maintain and update my talent development record, via the Beckett Academy App, ensuring my objectives are up to date and impact of any training is recorded

## PERSON SPECIFICATION

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
<b>QUALIFICATIONS</b>		<ul style="list-style-type: none"> <li>• Microsoft qualifications for Power Platform Fundamentals, Power BI and Excel</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 1 year + experience in business</li> <li>• Manipulating business data for ETL processes and data modelling</li> <li>• Data analysis and report development</li> <li>• Identifying weaknesses in order to improve processes</li> <li>• Pivot tables and Power Query in Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Software development</li> <li>• Project management</li> <li>• Microsoft Power Platform including Power BI, Power Query, Power Apps and Power Automate</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Mandatory compliance training</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial awareness</li> <li>• Company specific software</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Curiosity</li> <li>• Attention to detail/accuracy</li> <li>• Computer literate and data management</li> <li>• Analytical</li> <li>• Good organisation and prioritisation skills</li> <li>• Time management</li> <li>• Ability to identify and raise any issues or errors</li> <li>• Ability to follow rules and procedures</li> <li>• Intermediate Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Advanced Excel skills</li> <li>• Data warehouse</li> <li>• APIs</li> </ul>
<b>COMMUNICATION AND SOCIAL SKILLS:</b>	<ul style="list-style-type: none"> <li>• Team working</li> <li>• Ability to build and maintain relationships</li> <li>• Communication – written and verbal</li> </ul>	
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Behaving in a professional manner</li> <li>• Trust and integrity</li> <li>• Curiosity &amp; willingness to learn and improve</li> <li>• Willing to help and support the wider Becketts team e.g. IT queries / IT Buddy</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial awareness</li> </ul>

## KEY PERFORMANCE INDICATORS

- ✓ Accurate data and information presented
- ✓ Positive feedback from colleagues
- ✓ Consistently meeting or exceeding deadlines for timely completion of work and projects

## MAIN CHALLENGES OF THE ROLE

- ✓ Effectively manage and prioritise a high volume of work to ensure efficient workflow
- ✓ Deliver business reporting within specified timelines, incorporating necessary cross-referencing and meticulous sense-checking
- ✓ Navigate the complexities of system and process changes, ensuring successful implementation and fostering greater efficiency within support teams