



JOB TITLE: Junior Business Intelligence Support

DATE: 1st June 2026

REPORTS TO: Business Intelligence Lead

LINE MANAGE: N/A

PURPOSE OF ROLE

- Assist with ad-hoc data requests, data cleansing activities, spreadsheet updates and routine reporting tasks, using Microsoft Excel as the primary tool and developing knowledge of Power Query, Power BI and business systems over time.
- Provide reliable support to the Business Intelligence team by maintaining and updating recurring Excel-based reports, ensuring outputs are accurate, timely and clearly presented for the wider business.
- Facilitate seamless integration and successful implementation of system and process changes across Becketts, promptly addressing and resolving system and IT queries.
- Support the accuracy and consistency of business data by completing regular checks, cross-referencing information, highlighting exceptions and escalating issues where needed.
- Maintain process documents, administrative records and supporting materials so that BI activities are well documented, repeatable and easy for colleagues to follow.
- Contribute to continuous improvement by identifying opportunities to simplify manual tasks, improve report quality and support more efficient ways of working across Becketts.

KEY RESPONSIBILITIES

- Conduct data analysis and reporting for back-office and investment platforms.
- Communicate with key stakeholders, ensuring they are kept informed of progress or delays with projects
- 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.
- Respond to ad-hoc data and information requests from colleagues, ensuring requirements are understood and outputs are accurate, clear and appropriate for the intended audience.
- Cleanse, check and reconcile business data, including identifying blank, missing or inconsistent fields, investigating errors and escalating unresolved issues to the Business Intelligence Lead.
- Maintain selected Word documents, graphics, desk plans, organisation charts, newsletter data and compliance support documents as required.
- Assist with platform & system administration tasks, such as Beckett Academy user administration where appropriate.
- Work collaboratively with the BI team and stakeholders across Becketts, communicating progress, delays and data issues in a clear and timely way.
- Develop technical capability in Excel, Power Query, Power BI and relevant business systems over time, applying learning to improve the quality and efficiency of BI outputs.
- 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

ESSENTIAL

DESIRABLE

QUALIFICATIONS

- Microsoft qualifications for Power Platform Fundamentals, Power BI and Excel

EXPERIENCE

- Experience in a workplace, demonstrating the following:
 - Experience of using Microsoft Excel
 - Experience working accurately with administrative tasks, spreadsheets or business records.
 - Ability to follow agreed processes and meet regular deadlines.
- Software development
 - Project management
 - Microsoft Power Platform including Excel, Power BI, Power Query, Power Apps and Power Automate

KNOWLEDGE

- Mandatory compliance training
- Commercial awareness
 - Company specific software

SKILLS & ABILITIES

- Curiosity
 - Attention to detail/accuracy
 - Computer literate and data management
 - Analytical
 - Good organisation and prioritisation skills
 - Time management
 - Ability to identify and raise any issues or errors
 - Ability to follow rules and procedures
 - Intermediate Excel
- Project management
 - Advanced Excel skills
 - Data warehouse
 - APIs
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COMMUNICATION AND SOCIAL SKILLS

- Team working
- Ability to build and maintain relationships
- Communication – written and verbal

PERSONAL ATTRIBUTES

- Behaving in a professional manner
- Trust and integrity
- Curiosity & willingness to learn and improve
- Willing to help and support the wider Becketts team e.g. IT queries / IT Buddy

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

SIGNATURE

I agree to the above description of my responsibilities.

JOB HOLDER:

Signature:

Print Name:

Date:
