

Job Title: Reporting Analyst

Reports To: Head of Performance

Location: Hybrid with a minimum of 2 days per week in Thame (Oxfordshire) or Leicester with in person attendance at key meetings as required

Job Purpose

The Reporting Analyst is a dedicated specialist role, responsible for the design, development and maintenance of high-quality reports, dashboards and analytics that support operational, financial and strategic decision-making across the organisation.

Using business intelligence tools to turn data into clear and actionable insight, the postholder will work independently while collaborating closely with operational and leadership teams, as well as the Data Manager and Head of IT, to translate business requirements into clear, accessible and impactful reporting. The role is central to improving data visibility, performance monitoring and evidence-based decision-making across Affinity Trust.

Key Responsibilities

Reporting and Dashboard Development

Design, build and maintain a suite of interactive dashboards and reports for operational teams, the senior leadership team and the Board of Trustees. Ensure outputs are accurate, accessible, visually effective and aligned with organisational KPIs. Maintain clear documentation for reports, datasets and reporting processes.

Stakeholder Engagement and Insight

Build effective working relationships across the organisation to gather reporting requirements, challenge and clarify needs, and translate these into clear specifications and practical reporting solutions. Present insight in a way that supports decision-making for non-technical audiences and proactively identify opportunities to add value through improved analysis and reporting.

Performance Reporting, Quality and Partnership

Take ownership of the production, testing, validation and release of recurring and ad hoc reports and dashboards. Work closely with the Data Manager and Head of IT to align reporting with agreed data sources, resolve or escalate underlying data issues, and support the development of accessible reporting that enables users to self-serve insight where appropriate.

Governance and Compliance

Ensure reporting activity complies with GDPR, data protection requirements and organisational standards for information governance and security. Promote good practice in the responsible use of data across reporting outputs.

Planning and Workload Management

Manage and prioritise a pipeline of reporting requests, balancing recurring deliverables with improvement work and ad hoc analysis. Plan and organise work effectively to ensure deadlines are met and stakeholders are kept informed of progress and priorities.

Person specification

	Essential	Desirable
Values	<p>Demonstrates organisational values:</p> <p>People at the heart of everything we do <i>We listen, we learn, we build on strengths.</i></p> <p>We give our best. <i>What we do matters. Good days and bad, we take responsibility.</i></p> <p>We work together. <i>We are one team and value people's strengths and differences. We are open and trusting with each other.</i></p> <p>We have courage. <i>We try new things. We are creative and adaptive.</i></p>	
Skills and experience	<p>Previous experience developing reports and dashboards using Microsoft Power BI.</p> <p>Strong practical knowledge of Power Query, Data Analysis Expressions (DAX), and data modelling within Power BI.</p> <p>Strong understanding of data visualisation principles and best practice dashboard design.</p> <p>Ability to interpret complex data and translate it into meaningful insights for non-technical audiences.</p> <p>Experience of gathering requirements from non-technical stakeholders and translating them into effective reporting solutions.</p>	<p>Previous experience working in the adult social care or charity sectors.</p> <p>Knowledge of Microsoft Azure, Power Platform (Power Automate, Power Apps), or data warehousing concepts.</p> <p>Experience producing board-level or trustee reports.</p> <p>Understanding of data governance frameworks and information security best practice.</p>

Together we make it possible

	<p>Experience in defining and monitoring KPIs.</p> <p>Experience of testing, validating and releasing reports or dashboards.</p> <p>Strong written and verbal communication skills.</p> <p>Strong problem-solving skills with a high level of accuracy and attention to detail.</p> <p>Proven ability to manage multiple priorities, projects and deadlines.</p>	<p>Experience supporting impact measurement and outcomes reporting.</p> <p>A portfolio or examples of interactive dashboards and reporting outputs that demonstrate the ability to translate requirements into insight.</p>
Qualifications		Relevant qualification in data analytics, computer science, statistics, or equivalent.
Other	Full driving licence and access to own car (or equivalent arrangements) to travel between offices attend key meetings e.g. Executive Performance Meeting etc	