

<b>Job Title</b>	System Reporting Analyst – 15 month FTC
<b>Located</b>	Birmingham
<b>Reports to</b>	Finance Business Manager

**Help shape the future of intellectual property.** Marks & Clerk LLP is the leading and largest firm of Patent and Trade Mark attorneys in the UK with over 50 partners and 350 employees. Our attorneys are highly skilled in all technical fields. We have 8 offices in the UK: London, Oxford, Cambridge, Birmingham, Manchester, Edinburgh, Glasgow and Aberdeen.

### Role purpose

The System Reporting Analyst is responsible for servicing report requests from the business. This includes regular periodic reporting and ad hoc requests from internal stakeholders across departments. In conjunction with the Finance Business Manager, the role will also assess current reporting across the firm and consider whether any improvements or efficiencies can be made.

### Principal responsibilities

- Managing a support ticketing system for report requests from stakeholders within the business.
- Extracting key management information from M&C case management system Inprotech.
- Critically assessing information produced for reasonableness and accuracy.
- Designing, amending and keeping up to date on a variety of SQL queries that drive systematic reporting on a number of platforms alongside ad hoc reporting and data extraction.
- Defining and maintaining a catalogue of standard reports to use as a reference for future requests and to identify gaps in current information.
- Supporting the Finance Business Manager in maintaining suite of management reports on the firm's reporting platform Tableau.
- Supporting the Head of Finance and Finance Business Manager with ad hoc analytical tasks.
- Communicating the results of data analysis in written and verbal form to stakeholders.

### Technical knowledge, professional qualifications and experience

The successful candidate will have experience of working in a demanding office environment, ideally in a law firm or professional services partnership, and have an enquiring and analytical mind-set.

The successful candidate will have:

3 years' prior experience as a reporting analyst.

Hands-on experience in data warehousing codes (SSMS) and principles.

Experience with Windows Server, SQL Server, and SSRS (Visual Studio).

SQL query writing skills, with the ability to write moderately complex queries to retrieve or update data.

Experience with prioritising tasks and communicating directly with stakeholders.

Experience with using Tableau for design and maintenance of dashboards - preferable.

The ability to use tools and techniques to cross-check results and ensure data quality and resolve errors

The ability to present data in a coherent and easy to absorb format.

Advanced experience with Microsoft Office products, particularly Excel.

General understanding of business operations, objectives, strategies, process and information flow.

In addition, the successful candidate will also be able to demonstrate:

- The ability to effectively prioritise and execute tasks in a high-pressure environment and meet challenging deadlines.
- The ability to absorb new ideas and concepts quickly.
- Excellent organisation and verbal and written communication skills to effectively relate data to co-workers.
- A self-motivated and pro-active attitude.
- Proven analytical and problem-solving abilities.

### **Remuneration and benefits**

- Competitive salary dependent on qualification and experience
- 26 days' annual holiday, plus statutory holidays
- Contributory pension scheme
- Hybrid working (minimum of 2 days in the office)
- Life assurance
- Private medical insurance (after 12 months)
- Permanent health insurance (after 12 months)
- Reimbursement of membership fees to professional bodies required for the role