

## **Income Data and Insights Analyst**

At Beatson Cancer Charity we support and enhance the treatment, care and wellbeing of current, former and future cancer patients and their families. We work in partnership with the NHS, The Beatson West of Scotland Cancer Centre and all related facilities. We also offer the wider community a unique opportunity to contribute to the fight against cancer in the broadest possible sense.

We are currently seeking an **Income Data and Insights Analyst** to work alongside other Data and Insight colleagues across the organisation to support a co-ordinated approach to data and how they are reported.

<b>Title:</b>	<b>Income Data and Insights Analyst</b>
<b>Reporting to:</b>	<b>Business Support Manager</b>
<b>Salary:</b>	<b>£28,000 - £31,000 per annum</b>
<b>Contract:</b>	<b>Full-time, Permanent</b>
<b>Hours:</b>	<b>35 hours Monday to Friday 9am to 5pm (Hybrid Working)</b>
<b>Annual Leave:</b>	<b>40 days per annum (inclusive of Public Holidays)</b>
<b>Pension:</b>	<b>7% employer and 3% employee contribution</b>

The successful candidate will provide data and insight support in the form of effective management, development and utilisation of fundraising activity data, generating actionable insights, contributing to the effectiveness and efficiency of service provision. This includes maintaining and developing databases, taking responsibility for the production of key data reports and acting as a central support across relevant teams.

### **Key Responsibilities**

- Provide regular, high quality management dashboards and business critical reporting of Fundraising and other income activity data.
- Provide analysis and interpretation of income related activity data with clearly articulated insights and action points.
- Support the implementation of a comprehensive evaluation and impact monitoring system through the delivery of sound data capture, storage and reporting systems.
- Work with colleagues producing a suite of management reports.
- Manage and develop the Access CRM database, working closely with the Business Support Manager and liaising with suppliers as required.
- Ensure data integrity of our Access CRM database and all associated data capture and storage systems, through reviewing and refining related Policies and Procedures.
- Support and work with users in their day-to-day work with CRM system.
- Ensure compliance with GDPR and data protection legislation.
- Identify and deliver relevant CRM training to staff as required.

### **Essential Candidate Criteria**

- Experience of Microsoft Office 365 including knowledge of Advanced Excel and Power Bi.
- Experience of working with relevant databases e.g. Access CRM.
- Sound knowledge and understanding of GDPR, Confidentiality and all related legislation.
- Experience of producing high quality, regular reports within agreed parameters.
- Experience of working with dashboards and data visualisation software.
- Knowledge of data insight approaches and business utilisation of same.

**Person Specification**

- Experience in data management and a high level of computer literacy.
- Experience of devising and delivering high quality data visualisations and presentations.
- Excellent organisational and time management skills.
- Excellent interpersonal and communication skills.
- Ability to build strong relationships at all levels.
- Adaptable and well organised with the ability to prioritise own workload.
- Self-motivated with a positive attitude.

**Closing Date: Sunday 4 May 2025**  
**Interview Date: Thursday 15 May 2025**

For a full job description or to apply please send a cover letter and CV to  
[recruitment@beatsoncancercharity.org](mailto:recruitment@beatsoncancercharity.org)

Beatson Cancer Charity is an Equal Opportunities employer and is committed to employing a wide range of employees who are reflective of the diverse community that we support.

[www.beatsoncancercharity.org](http://www.beatsoncancercharity.org)