

**Job Title:** Junior Analyst  
**Reporting to:** Information Systems Manager  
**Location:** Central London, King William Street  
**Contract Type:** Permanent  
**Date advertised:** Monday 18 July 2022

### **About Salix**

Salix Finance is a non-departmental public body established to accelerate public sector investment in low carbon technologies. Salix is publicly funded by BEIS, DfE, and the Welsh and Scottish Governments and works with public sector bodies throughout the UK, helping them make progress towards achieving their carbon reduction targets. We do this by offering grants and interest free loans for low carbon and energy efficiency projects. By joining Salix, you will learn about low carbon technologies and their application in the built environment, financing of capital projects, government policy and client relationship management. Salix are proud to have been awarded the Investors in People Gold Award and came first in the Sunday Times Top 100 companies to work for in category small companies, not for profit in 2021.

On 30th September BEIS launched the Public Sector Decarbonisation Scheme (PSDS) and Public Sector Low Carbon Skills Fund (PSLCSF) both of which are being delivered by Salix. The purpose of both schemes is to provide grant funding to Public Sector Organisations to deliver capital energy efficiency and heat decarbonisation projects within public sector non-domestic buildings, including central government departments and non-departmental public bodies in England. The scheme aligns with BEIS' new mission and priorities and will also encourage green investment, supporting the Government's net-zero and clean growth goals.

### **Work Life at Salix**

For staff joining Salix we run a comprehensive induction programme to support staff to be successful at work. Every member of staff is in a team and has a named line manager who helps organise individual workload and manages training and development.

### **Job Purpose**

The Junior Analyst will work to company values and principles and in doing so will be supporting the senior members of the Information Systems Team with internal projects and reporting needs and the management of, Salix's internal databases and systems. Working as part of the IS Team, the role of the successful candidate will be supporting our operational, technical and finance teams to help with the handling and analysis of data and performance against the key performance targets of the Salix funding programmes.

## **Key Duties and Responsibilities**

- Liaise with the Business Analysts and delivery/resource teams to identify system and reporting improvements and required changes
- Work with the IS Team on new system development projects
- Assist with setting up scoping workshops with stakeholders, document requirements, follow up actions etc.
- Document processes and create user guides as required
- Deliver training and demos to wider organisation on new features/tools e.g. Power BI, MS Excel etc.
- Assist with the production of monthly, quarterly, yearly and ad hoc data support and reporting
- Data extraction from CRM systems. Carry out data validation and quality checks
- Design and build reports using MS Excel, Power BI and other reporting and visualization tools
- Maintain in-house systems and databases, ensuring records are accurately uploaded, kept up to date and any issues are escalated through appropriate channels
- Work with and support all functions of the organisation in the planning, launch and delivery of funding programmes as required e.g. Application data handling

## **Salary**

- £25,500pa, rising to £26,000pa after probation
- Travel pass (National Rail)

## **Employee benefits**

- 28 days annual leave
- Cycle to work scheme
- Contributory pension scheme
- Season ticket loans
- Supported training budget for staff
- Access to Employee Assistance Programme (EAP)

## **Appointment process**

Salix operates a probationary period for all new staff, on a fixed term 3-month probationary contract. This ensures people joining Salix can find out that the job meets their expectations and that Salix can support each member of staff in their role. Successful completion of the probationary period will lead to an offer of permanent employment contract.

Candidates must demonstrate that they meet the qualifications, experience, skills and abilities listed in the Personal Specification in Appendix 1.

Candidates will also be expected to undertake a testing exercise relevant to the role. Further details will be provided to those candidates when invited to interview.

## **Appointment timetable**

- The position has been advertised on **Monday 18 July 2022**.
- Applications should be submitted no later than **Tuesday 2 August 2022, 09:00**.
- Interview dates for shortlisted candidates will take place remotely on **Wednesday 17 August 2022**.

**If you intend on applying for the post of Junior Analyst, please hold these dates in your diary.**

### **How to Apply**

If you wish to apply for this role, please submit all of the following to [HR@salixfinance.co.uk](mailto:HR@salixfinance.co.uk)

1. An up to date CV
2. A statement of no more than 1,500 words as to how you match the requirements of the Person Specification ensuring you address the 8 key criteria highlighted in the key criteria column of Appendix 1
3. Equality monitoring form ([available to download here](#))
4. Applicants should confirm where they learnt of the opportunity in the covering email/letter when submitting their application
5. Please state your availability for the planned interview period quoted in the appointment timetable as part of your application submission email

### **Key Information about application**

- Applicants must demonstrate through their CV and personal statement that they meet the qualifications, experience, skills and abilities listed in the Personal Specification in Appendix 1.
- Please be aware that Salix will only accept applications which contain all the requested supporting documentation detailed above, and candidates that do not submit all requested documentation will not be contacted to submit a full application.
- Applicants invited for an interview will be required to complete an Excel exercise prior to attending and to present the findings at the interview.
- All applicants must have the right to work in the UK and documentation is checked.

## Appendix 1: Personal Specification

<b>CRITERIA</b>	<b>DESCRIPTION</b>	<b>KEY CRITERIA</b>
<b>QUALIFICATIONS</b>	Degree or equivalent professionally relevant qualification	CV
	Evidence of further professional development	CV
<b>EXPERIENCE</b>	Excellent IT skills, including all Microsoft Office applications with a focus on Microsoft Excel, including formulas (some VBA or SQL preferable)	CV/I/PS ✓
	1-2 years experience in a similar role (if no experience, a degree in IT related field may be considered)	CV/I/PS ✓
	Experience in providing advice and support to managers	CV/I
	Knowledge of databases and their design	CV/I
	Experience of using CRM/ERP systems	CV/I
	Programming experience	CV/I
	Knowledge of reporting software and dashboard tools	CV/I
	Knowledge of website design/online portals	CV/I
	Knowledge and interest in energy efficiency and low carbon technologies	CV/I
<b>SKILLS AND ABILITIES</b>	Ability to work flexibly and proactively within a small team	CV/I
	Ability to manage, prioritise and deliver several projects and work programmes within timescale	CV/I/PS ✓
	Communicates effectively and confidently	CV/I/PS ✓
	Fosters collaborative and coordinated working across teams and in partnership with other organisations	CV/I/PS ✓
	Ability to positively represent Salix and good customer service skills	CV/I
	Strong numerical and analytical skills	CV/I/PS ✓
	Pays close attention to detail, ensuring work is delivered to a high standard	CV/I/PS ✓
	Effective time management and ability to set realistic timescales for work delivery	CV/I
	Self-motivated and good organisational skills	CV/I
	Good interpersonal skills	CV/I
	Ability to effectively contribute at meetings and events participation	CV/I
<b>OTHER</b>	Ability to demonstrate and understand equal opportunities	CV/I
	Willingness to learn and commitment to personal development and training	CV/I/PS ✓

**\*Key:** ✓ = key criteria  
Revised July 2022