



## BI Reporting Analyst – Job Description



<b>POSITION TITLE:</b>	BI Reporting Analyst
<b>BASED:</b>	Motueka
<b>REPORTS TO:</b>	Talley's CFO
<b>DIRECT REPORTS:</b>	n/a
<b>OVERALL PURPOSE:</b>	<ul style="list-style-type: none"><li>As a BI Reporting Analyst, you will be responsible for designing, developing, and maintaining interactive reports and dashboards using Power BI that provide actionable insights for stakeholders. You will work closely with business unit managers and decision makers to gather requirements, analyse data, and create visually appealing dashboards and reports.</li><li>This role involves collaborating with various stakeholders to gather requirements and transform data into insightful visualisations that drive business decisions.</li></ul>

	<b>KEY ACCOUNTABILITIES</b>
	<ul style="list-style-type: none"><li>Requirements Gathering: Collaborate with business stakeholders to gather and understand their reporting needs and requirements.</li><li>Report Development: Assist in creating and maintain Power BI reports and dashboards based on user requirements.</li><li>Data Analysis: Collaborate with stakeholders to understand business needs and translate them into actionable insights through data visualization. Analyse complex data sets to identify trends, patterns, and insights that drive business decisions.</li><li>Data Integration: Connect to various data sources (Data Lake, SQL, Excel, cloud services) and ensure accurate data extraction and transformation.</li><li>User Training: Provide training and support to end-users to maximise the use of Power BI tools and reports.</li><li>Documentation: Maintain documentation for reports, dashboards, and data sources.</li><li>Performance Optimisation: Monitor and optimise report performance for improved user experience.</li><li>Data Integrity: Ensure that data accuracy and integrity is maintained by working with the Data Engineers.</li></ul>

<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Work closely with the CFO and Business Analytics Department.</li> <li>• Work with the wider TL Management and Finance teams to improve the quality of reporting to management.</li> <li>• Be approachable and build relationships with key staff across the business.</li> </ul>
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<b>KNOWLEDGE, SKILLS AND PERSONAL QUALITIES</b>	
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Proven experience in developing Power BI reports and dashboards.</li> <li>• Familiarity with cloud platforms (e.g., Azure, AWS).</li> <li>• Relevant qualification ie Computer Science or Finance/Business</li> </ul>
<b>Behaviours:</b>	<ul style="list-style-type: none"> <li>• Excellent analytical and problem-solving skills.</li> <li>• Proven relationship building and relationships management skills – collaborative and consultative style</li> <li>• Ability to plan your work according to departmental needs and work within deadlines. Able to communicate risks to meeting deadlines.</li> <li>• Strong communication skills – written and verbal</li> <li>• Attention to detail and accuracy</li> <li>• A professional approach to represent TL in a professional manner</li> <li>• Use initiative, solve problems and give advice to others</li> <li>• Drive to achieve results and action-orientated, work at pace</li> <li>• Continuous improvement focus – always learning and looking to make the team and company more successful</li> </ul>
<b>Additional:</b>	<ul style="list-style-type: none"> <li>• Travel throughout New Zealand will at times be required: regular visits to head office in Motueka, visiting other Talley's branches throughout NZ, occasional projects, finance team meetings or for training</li> <li>• This is a full-time role</li> </ul>