

Role Profile	Business Analyst
Salary	£31,000 per annum
Hours	Full time - Flexible hours
Job type	Fixed Term Contract – March 2026
Location	Hybrid – Remote based with some mandatory travel to London (approx. 8 times per year)
Closing date	13 th June 2025
How to apply	mike.thacker-cooke@kdrtalentsolutions.com

For over two decades, Social Investment Business has provided finance and support to charities and social enterprises. We empower these organisations to do what they do best - serve the communities they operate within.

Find out more about what we do: www.sib.org.uk

Our values are: People First, Curious, Bold, Collaborative, Accountable

For further information on our values and our generous benefits please visit <https://www.sibgroup.org.uk/about-us/work-with-us/>

About this role:

Reporting to the Senior Data Manager in the Development, Insights and Advocacy team at SIB, this is an exciting role that plays an important part in supporting the delivery of a new Government fund.

Purpose

This role will contribute to excellent knowledge and incident management on the new fund, ensuring that data is inputted accurately into our CRM system, Salesforce and can be used to assess and approve applications, manage grants and analyse the fund's impact. This role will form part of a team that will support queries, both internally and from grant applicants on data collection and Salesforce.

Key responsibilities

1. To work closely with the Data Monitoring and Quality Lead, Senior Data Manager and Business Systems Manager to ensure that information is managed accurately and efficiently across the fund.
2. Use Salesforce and Tableau to update dashboards and provide regular fund reports to the wider team.
3. To liaise with and support Relationship Managers and Admins to manage tasks in Salesforce.

4. Export data from Salesforce and the Tableau Data Model to support data analysis and reporting.
5. Processing and generating correspondence for grant decision making and importing the data back into Salesforce.
6. Sample and audit information using Salesforce reports.
7. Supporting prioritisation, dashboards and reporting for the fund.
8. Provide support for Relationship Managers and Admins on basic Salesforce process queries and escalate where necessary to SIB's Salesforce Admin team.
9. Ensure the accuracy and standardisation of information for research and operational uses.
10. Calculate percentages and totals from exported reports and attachments.
11. To work within the organisation's values, principles and processes to achieve operational excellence.
12. To adopt our continuous improvement and learning ethos.
13. To support and embed equality, diversity and inclusion into day-to-day behaviours and activities within your role as well as contributing more widely across SIB's commitment to E, D & I.
14. In agreement with manager to undertake other tasks and work on cross team projects that support the objectives of SIB as required.

Core competencies

- Good eye for detail and confidence with numbers
- Good computer literacy
- Good knowledge of Excel
- Good working knowledge of Salesforce, particularly working with reports and supporting users to follow clear processes.
- Good knowledge of Tableau (or similar tools like PowerBI)
- Excellent organisational and interpersonal skills
- Excellent ability to collaborate with multiple stakeholders
- Excellent time management
- Willingness to learn and confidence in picking up new IT programmes

- Commitment to equality, diversity & inclusion, and customers

Desirable competencies

- Experience with data input or data management