JOB DESCRIPTION

Name: Vacant	**Role Title:** Data Analyst
Line Manager Name: Ian Inglis	**Line Manager Title:** Chief Technology & Security Officer
SMCR Role: No	
People Management Responsibilities:	No

Purpose

As a Data Analyst within London CIV the role holder will conduct data reconciliation and validation activities, ensuring that inbound data flows from suppliers such as our Custodian, Partner Funds & Fund Managers are received in a timely manner and that the data integrity is to the required standard.

The role holder will sit at the centre of Investment, Operations and Technology workflows, ensuring that high-quality data underpins portfolio management, reporting, NAV calculations and wider organisational decision-making.

Key Responsibilities

Data Flow

- Validate that time critical data feeds are received within the correct timeframe and that the data supplied meets the requirements of the Investment and Operations teams.
- Monitor inbound data flows from the Custodian, Partner Funds and Fund Managers, identifying delays, data breaks, or anomalies and ensuring swift resolution.
- Maintain oversight of data dependencies across the investment lifecycle, escalating risks or delays that may impact performance reporting, NAV calculations, or downstream processes.

Supplier Management

- Engage with data suppliers to resolve any issues with the provision or quality of their feeds.
- Build strong working relationships with internal Investment, Operations, and Technology teams to align data requirements, share insights, and proactively identify areas for data quality improvement.
- Communicate data risks, trends, and root-cause issues clearly to stakeholders at varying levels of technical understanding.

Data Quality Assurance & Issue Resolution

- Perform detailed data validation, integrity checks and exception investigation, ensuring discrepancies are analysed, documented, and resolved in a timely manner.
- Take ownership of recurring data issues by driving root-cause analysis, working with service providers and internal teams to implement preventive solutions.
- Support the development and embedding of data quality metrics, dashboards, and KPIs to provide visibility of data health across the organisation.

Support the Establishment of a New Data Function

- Contribute to designing and shaping core data management processes as part of the organisation's new data capability, ensuring they are scalable, repeatable, and aligned with best practice.
- Provide practical input into workflows, documentation, and controls that reduce operational burden for Investment and Operations teams.

Note: This job description is aimed to be illustrative and is not exhaustive of all the duties and responsibilities which could be contained within this position. The role holder may be asked to undertake other duties and responsibilities which are commensurate with this area of work and grade.

- Support the definition and evolution of a data quality framework, including opportunities to introduce tooling such as Microsoft Purview and Azure API Management.

Cross-Team Collaboration & Governance

- Collaborate closely with Investment teams to ensure data processes support their analytical, reporting and portfolio management needs.
- Bring a proactive, delivery-focused mindset, working independently on day-to-day responsibilities while seeking guidance where needed.

Key Skills and Experience

Essential

- Experience working in an investment manager environment, with a strong understanding of investment and operations data.
- Hands-on experience with data quality checks, reconciliations, and investigation of data breaks.
- Ability to own and resolve data issues with service providers and external data sources.
- Clear understanding of how data quality impacts Performance/NAV, reporting, and investment outcomes.
- Practical, delivery-focused mindset, able to reduce operational burden and help establish a new data function.

Desirable

- Implementation of data quality frameworks using Microsoft Purview.
- Understanding of data quality principles and governance.
- Experience with Microsoft Purview, Azure API Management.
- Monitor and report on data quality KPIs.
- Develop APIs using Azure API Management.

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