Job Description – Business Reporting and Analytics Job Role

Designation	Business Reporting Analyst
Department	Operations
Location	Mumbai/Udaipur/Prayagraj
Employment type	Employment contract
Report to	**COE**
Positions reporting to this role	-
Employment level	Middle

Version No:	**V1**		
JD No.:	OPS-018	Version No.:	V1
Effective date:	May 2021	JD approved by:	**Program Operations**

Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organization please visit www.educategirls.ngo

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to "know and do" what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused	**Taking Ownership** – Feel responsible & accountable	**Analytical Thinking** – Stay true to your data
Developing Talent – Growing and taking people together		**Ensuring Alignment** – Think differently but work together

✓ **Job Profile**

The Business Reporting Analyst will work closely with the COE (Centre of Excellence) to enable decision making at the operational level by providing insights based on statistical research & evaluation of data from multiple sources including Operations, Program, Impact, Human Resources & Finance.

✓ **Scope & overview of the role:**
- Accurately analyze and collect data for various types of business reports
- Use business data and statistical methods to provide insight into business performance
- Implement the analytical approaches and methodologies under the guidance of COE
- Assist the COE in developing internal / external information sources for business analysis
- Assist the COE in designing business analysis and data recording systems
- Regular updation of the business reports that provide insight into key data points

✓ **Areas of Responsibility:**

Data analysis and management
- Work closely with COE & the operations team to identify unique data points to support research, while also identifying unique tables and graphs to clearly illustrate that information
- Build proactive data validation automation to catch data integrity issues
- Strong ability to troubleshoot and resolve data issues
- Ability to build tabular and/or visualization reports as needed. Work independently and with team members to understand database structure, management and operation processes
- Work with a variety of data sources - extracting knowledge and actionable information from massive datasets
- Build and flesh out data models in our database for use in regular and/or automated reporting, analysis and operation planning
- Assist the COE in breaking down problems and developing analytical insights
- Assist the COE in building & analyzing the automated dataset dashboards to predict issues before they arise, identify bugs in data and ensure that they are resolved in a timely manner
- Evaluate operations for inefficiencies and identify areas where you can create, automate, and develop tools (SQL-based or otherwise)
- Work closely with the COE & the operation teams to deliver actionable insights to the organization and develop and maintain automated dashboards, metric reports, and data visualizations
- Collaborate closely with various vertical & gather requirements & data from them, translate that to data analysis template, and explain the results to non-technical teammates under the supervision of COE
- Extract raw data from numerous data sources and aggregate it into cohesive data sets via ETL (extracting, transforming and loading) to ensure data is accurate and stable.
- Manage and complete time-sensitive custom research for organization need.

Communication and Presentation
- Produce written documentation to support work, report findings and to present to stakeholders
- Communicate key insights and findings to operation teams

✓ **Core Responsibilities**

✓ **Liaise with:**
- Internal – All functions
- External – NA

✓ **Education Background:**
BA or BS in statistics, math, computer science, physics or other technical related field; Master's degree is preferred.

✓ **Work Experience:**
2-3 years of experience as a financial or business analyst
Minimum of 1 year of working experience in technical data analysis, data science with proven analysis experience.

✓ **Skills Set:**
- o **Soft skills:**
  - ▪ Strong written and verbal communication skills to effectively relate data to relevant stakeholders
  - ▪ Demonstrated ability to manage time and prioritize projects to meet deadlines
  - ▪ Excellent critical thinking skills to help solve business problems and make decisions
  - ▪ Presentation skills
  - ▪ Highly proficient in English and Hindi
- o **Technical skills:**
  - ▪ Highly proficient in MS Office (Advanced Excel, PowerPoint, Word) - Must have
  - ▪ Experience with Google Data Studio - Must have
  - ▪ Experience with SQL Server - Must have
  - ▪ Expereince with Tableau - Must have
  - ▪ Experience using G-Suite & Python or other programming languages a plus.
  - ▪ Ability to collect data from various stakeholders and work with large volumes of data
  - ▪ Ability to analyse, correlate and predict / forecast based on data.
  - ▪ Passion for automation
  - ▪ Analytical skills to develop data driven reports
  - ▪ General knowledge of business process & information flow

✓ **Travel requirement:**
Willingness to travel up to 25% of the time at the state/district/village level in program geographies.

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."