



BUSINESS ANALYST

Hellios Information is a supplier information and risk management company operating in the financial services, defence industry and retail sectors. The company was founded to benefit major blue chip companies and their suppliers by providing a single streamlined approach by providing and sharing data across an industry community in areas including modern slavery, cyber security and GDPR.

Hellios has grown rapidly from a start up in 2012 to having more than 40 employees and a turnover of more than £4m. The Company is continuing to grow quickly and a key part of this role is to prepare the Company for further growth.

The ethos of Hellios and each of our employees is to provide the highest quality service and technology based on long term sustainable relationships with our buyer and supplier customers. To find out more about Hellios and the core values that underpin the culture of our people, partners and the way we work with our customers please visit our website at <http://www.hellios.com>

Job title:	Business Analyst
Location:	Kemp House, Chawley Park, Cumnor Hill, Oxford OX2 9PH or there may be a temporary requirement to work from home due to Covid-19
Reporting to:	Senior Business Analyst
Job summary:	Analyse data to improve and update business systems and investigating problems and product management to evolve existing products and help launch new product enhancements.

KEY RESPONSIBILITIES

- Manage technical queries and issues raised by the business, providing level 1 support and issue resolution.
- Liaise with technology partners to help troubleshoot issues and investigate tickets.
- Analyse large data sets to help solve problems, identify trends and patterns in data and to work on data related enhancements.
- Product management – Work with key stakeholders across the business to gather requirements for product enhancements. Manage product lifecycle working with technology partners to finalise design, build and ongoing maintenance of products.
- Point of contact for the business for specified product areas.

KEY REQUIREMENTS

Knowledge and experience

- Experience of data handling in a high quality environment
- Interest in data analysis and data related problem solving
- Proven delivery to defined targets and deadlines
- Knowledge of subscription services (not essential)
- Experience of working in a growing business
- Understanding and experience in adhering to information security requirements
- Experience in defining requirements compliant with information security standards

Qualifications and skills

You will need:

- A degree (or equivalent)
- MS Excel to advanced level including pivot tables, V look ups etc
- Excellent communication skills, with the ability to talk to and present to a range of audiences
- The ability to train others in such a way that they are competent users of the system
- Accuracy and attention to detail
- The ability to work under pressure on multiple projects in a timely way
- A passion for creating solutions with a positive attitude to change
- Excellent analytical skills and an informed, evidence-based approach
- A strong interest in business and product development
- A good understanding of information technology

Further information

Training will be given on specific applications.

This post has been previously been office based but there may be a temporary requirement to work from home due to Covid-19 and the Company will be reviewing the situation on a regular basis. The Company will provide all the equipment necessary to work remotely.