

Role Profile – The What, The Where, The How

POSITION	Data Analyst	REF	
TEAM	Finance & Performance	LOCATION	Coastline House
VERSION	1	LAST UPDATED	November 2025

THE PURPOSE OF THIS ROLE IS TO

To provide accurate, timely and auditable data entry and reconciliation support across systems within Repairs and Maintenance. Work with Management to any irregularities are identified and reported to help make improvements.

Regular production of data and process analysis to identify gaps, trends and inefficiencies contributing to continuous improvements within the systems and processes across teams.

Specific Accountabilities – The Brass Tacks

In the role, day to day, you'll be responsible for:

1. Accurately input and maintain financial data between the maintenance system (Service Connect) and the finance ledger (XLedger).
2. Working within the teams to perform regular reconciliations between both systems, investigating discrepancies and follow up with team members to ensure prompt resolutions.
3. Validate, check and cleanse data to maintain a high level of accuracy within the systems.
4. Analysis of data and processing patterns to identify recurring issues, process gaps and opportunities for improvement, preparing simple reports to support decision making within the teams.
5. To undertake other duties as may reasonably be required in line with the level of responsibility of the post and in order to meet the changing needs of the organisation.

Person Specification – The Who

PERSONAL SKILLS AND QUALITIES

At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we're looking for is someone who:

- Demonstrates behaviours in accordance with Coastline's values:
Put our customers first
Be open, honest and accountable
Value each other

Strive to be the best

- Experience of a computerised Ledger system
- Experience of preparing regular management information
- Excellent working knowledge of Microsoft Excel and sound IT skills
- Is diplomatic, assertive, resilient, has a 'can-do' attitude and can work under pressure, and works well both in a team and under their own initiative.
- Possesses GCSE grade C or above (or any equivalent qualification) in English and maths.

Some experience in the following would be an advantage:

- An understanding of job costing information

General Obligations - For All Of Us

1. Represent the company positively with all external agencies.
2. Service and support the company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the company's health and safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the company's policy and standards.

REPORTING

- Reports to the Repairs Accountant

CONTACTS

Internal

- Repairs Managers and colleagues
- Finance Managers and colleagues
- IT colleagues

External

- Local Authorities, construction companies, service providers, etc



INVESTORS
IN PEOPLE | Gold

