Data Analyst

Department: Residential Conveyancing
Location: Lincoln or remote
Contract type: Permanent, Full-time

About Gilson Gray

Gilson Gray are a comprehensive law firm, offering expert legal, property and financial services. We support clients throughout their entire lifetime.

Based in Edinburgh, Glasgow, Aberdeen, Dundee, North Berwick and Lincoln we focus on ensuring we provide the highest level of advice and on-going service to our clients. We are ambitious and have significantly grown the team over the course of the last year. We pride ourselves in looking after our clients personally and providing the upmost standard of service.

Our Team

We have a highly engaged, collaborative team that supports each other. We work hard but take time to celebrate success also.

We are a company that cares about building an inclusive, collaborative place to work where you can thrive personally and professionally. We value a diverse team and believe the variety of experiences and backgrounds in our team make us stronger.

We have hybrid or fully remote working in place along with excellent career development opportunities and networking.

The Role

We are looking to further strengthen our current team with the new appointment of an experienced candidate.

As a Conveyancing Data Analyst, you will be responsible for collating and analysing KPIs and suggesting areas for improvement and working closely with the senior management of the department on implementing solutions to enhance operational efficiency. You will collaborate with stakeholders to gather requirements and support data driven project execution from inception to completion.

The role supports the Conveyancing Department in England and Scotland and reports to the Head of Conveyancing, England.

Role and responsibilities

- Assist in the preparation and analysis of data for forecasting and reporting using Excel, firm practice management and case management systems
- Monitor and report on department KPIs
- Collect and analyse MI data
- Analysing data for patterns and trends
- Produce reports for board presentations

Required Knowledge and Experience

- Strong proficiency in Microsoft Excel, including advanced functions, data tables and data analysis
- A university degree in Business, Accounting, or other related field
- High level of attention to detail
- Proactive and able to deal with tasks independently using own initiative
- May have had previous experience of Power BI or similar data presentation tool

Benefits

- A competitive salary with annual review and potential bonus award depending upon performance
- 25 days holiday plus Bank Holidays, increasing after 4 years' service
- Birthday day off
- 4 x Death in Service Benefit
- 5% employer contribution to your workplace pension
- Eye test vouchers
- Enhanced Maternity/ Paternity pay
- Company sick pay
- Wellbeing initiatives and access to an online Health Provider

This is an exciting time to join us. Think this is for you?

Get in touch for a confidential chat about how you can become part of the team at ojenkinson@gilsongray.co.uk

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