



Analyst

Role Type	Volunteer
Responsible to	TBD
Job Purpose	Produce reports and analyse data from our various computer systems
Key Duties	<ul style="list-style-type: none">• Collate data from our booking system, till system and expenses to produce useful reports for the Management Team. (e.g. categorised income/expenditure)• Produce reports after large-scale events of income/expenditure• Reporting of utility usage (gas, water, electricity)
Other Information	<ul style="list-style-type: none">• Must be able to use Microsoft Office packages (e.g. Excel)