

BI Report Writer – Regulatory Reporting

Purpose of the Role:

DGC is looking for a motivated, energetic, inquisitive and highly numerate individual. This role is responsible for the creation, maintenance and interpretation or analysis of all reports in the regulatory environment. The role will also acquire and import any required data from third-party providers for use by the BI Team, Regulators, Finance and the Product Specialists.

Our dynamic environment is fast paced, using Agile and self-organizing principles in order for our teams to deliver the highest quality products.

Duties include, but not limited to:

- Acquire data from third-party providers where required.
- Perform high level data integrity and data quality checks
- Facilitate provision of this data to the required parties including the BI Team, Regulators, Finance and the Product Specialist
- Continually searching for new and useful ways to obtain, integrate and analyze data that is relevant
- Data analysis to identify anomalies or inconsistencies and escalate these to the manager or product specialist for further escalation and resolution
- Communicate and escalate concerns noted and, where applicable, provide recommendations or suggestions and corrections
- Provide reports as requested by business stakeholders, management or team members
- Identify required reports or potential gaps in the overall monitoring of the processing environment and engage with the BI Team to develop and deliver these reports to the relevant parties.
- Extraction of raw data from various internal source bases to satisfy requirements
- Assistance with creating new data sources and integrations into the relevant channels
- Maintenance and optimization of existing data source gathering processes
- Ad hoc data related services

This job description is not intended to be an exhaustive list of responsibilities. The job holder may be required to complete any other reasonable duties in order to achieve business objectives.

Essential Criteria:

- University degree in Statistics, Data Science, Finance, or closely related field. Alternatively, at least 3-years' work experience in a data analysis role will be considered.
- 1 + years' experience working with data analysis
- 1 + years' experience using SQL/MySQL for data analysis
- Experience using BI tools (SSRS &/or PowerBI) to develop recurring reports, dashboards, and ad-hoc analysis
- Highly Proficient in excel

Desirable Criteria:

- Experience with VBA, data mining and statistical software such as R, MATLAB, Octave, Python, Statistica, SPSS, STATA, etc. will be a strong plus
- Ability to clean, manage, manipulate and use numerical data
- A relevant post-graduate degree will be a strong plus
- Cloud experience (Azure / AWS)

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Knowledge, Skills & Abilities:

- Previous experience in Banking, Finance or e-commerce advantageous
- A passion for producing high quality, accurate, and actionable analysis to drive business performance
- Ability to work within a team
- Self-starting methodical working style
- Strong ability to drive initiative

Person Specifications:

- Accountability and Execution
- Resilient
- Self-Starter
- Problem Solving
- Collaborative Relationships
- Influences effectively
- Time management
- Adaptability / Flexibility
- Attention to detail

How to Apply:

All applications need to be submitted via [Workday](#)

Please ensure you have attached an updated copy of your CV and a motivation letter supporting your application.

- *Note this role is based in Cape Town, South Africa.*