

# Job Opportunity: SUMS Group Data Analyst

**Job Title:** Data Analyst  
**Responsible to:** Business Intelligence Manager  
**Salary:** £25,000, 1.0 FTE

## About SUMS – Specialists in Higher Education:

SUMS is an equal opportunities employer and we recognise the value that diverse backgrounds and experiences bring to our work and our organisation. Some identities are still typically under-represented in the workplace and we particularly encourage you to apply if that might be you.

SUMS is a dynamic and values-focused organisation dedicated to supporting the UK's Higher Education sector across our three divisions – [SUMS Consulting](#), the [Southern Universities Purchasing Consortium \(SUPC\)](#) and the [Procurement Shared Service \(PSS\)](#).

As a charity and not-for-profit, we are part of the community we serve. Our vision is to be the expert partner of choice for universities, delivering tangible, sustainable impact through high-quality consulting and procurement services. In a recent survey, 95% of SUMS staff felt positive or very positive about working for SUMS. We strive to be a responsible and supportive employer that provides team members with the autonomy and support to bring new ideas to the table for the benefit of our members, clients and our wider communities.

## About You:

We are looking for a proactive and enthusiastic self-starter to help SUMS increase the data insight we deliver to members and clients. The right candidate will have a positive attitude, make evidence-based and logical decisions, and value the autonomy to own their projects and move them forward successfully. Our new team member will also value relationships and have excellent inter-personal skills, in addition to strong written and verbal communication skills.

**If this sounds like the right fit for you, you can find full role details and a person specification below.** Please submit a cover letter, outlining why you're the right candidate for the role, and CV as soon as possible to us at [sums@reading.ac.uk](mailto:sums@reading.ac.uk).

## Benefits of Joining SUMS:

- Generous holiday allowance of 38 days, including bank holidays and closure days.
- Participation in a pension plan.
- A dynamic work environment where new ideas and innovations are welcomed.
- Flexible working arrangements, supporting the right employee to work at home and at the office.
- The opportunity to develop your skills with guidance and support from your manager and colleagues.

- The opportunity to support a values-focused sector.

## Job Description

This team member will support the work of the SUMS Group by providing robust data that enables all SUMS Group divisions to access high quality, timely, and accurate management information.

Reporting to the Business Intelligence Manager, the team member will ensure that data contained within core systems is accurate and associated processes are as streamlined and effective as possible. Through this, they will support the delivery of insight and analysis for colleagues and members.

The post holder will work with SUMS Group members, the [regional procurement consortia](#), suppliers, and other stakeholders to ensure core systems are up-to-date and accurate.

## Main duties and responsibilities:

1. Work closely with the SUPC team, and with SUPC members, to ensure that the underlying systems contain accurate and timely data to enable the production of spend reporting, compliance reports, annual member benefit statements, and annual Scope 3 Carbon Emission reports.
2. Support the Senior Insight Analyst with the provision of timely and accurate spend and supplier data for the SUMS Group finance team to enable the raising of invoices in line with agreed timeframes, and to resolve queries with regards, for example, aged debt.
3. Support the Business Intelligence Manager and the Senior Insight Analyst in the collation and analysis of a wide variety of datasets and other business intelligence sources for the management consultancy team and university clients.
4. Create and maintain technical documentation and procedures relating to the collation and maintenance of key system processes ensuring that appropriate quality assurance is incorporated.
5. Provide support to the Business intelligence Manager in relation to the development and provision of reporting through data visualisation software and products.
6. To support in the development of appropriate back-office systems and processes for data collection, analysis, and reporting for the SUMS Group.
7. To keep abreast of higher education sector developments and have a good understanding of the university data landscape.
8. Support SUMS Group team with the timely creation and production of ad hoc reports and data.
9. To undertake other duties as reasonably determined by the Business Intelligence Manager.



## Person Specification

Attributes	Essential	Desirable
Education / Qualifications	Undergraduate degree or equivalent qualification or professional experience	Work experience in a Higher Education (HE) or Further Education (FE) setting
Skills / Abilities	<p>Excellent written English, and the ability to present material in writing and orally for a range of audiences</p> <p>Highly developed IT skills, including word processing, spreadsheet, and presentation packages</p> <p>Ability to analyse, interpret, and present data</p> <p>Experience of working with large datasets</p> <p>An exceptionally high level of attention to detail</p> <p>Ability to work with a range of staff, including external clients, and build and maintain good working relationships</p> <p>Excellent organisational and time management skills, with the ability to prioritise effectively to meet deadlines</p> <p>Ability and desire to learn new concepts, practices, and software efficiently and effectively with appropriate guidance</p>	Experience of using data visualisation tools and software

### Next Steps to Apply:

Please submit a cover letter, outlining why you're the right candidate for the role, and CV as soon as possible to us at [sums@reading.ac.uk](mailto:sums@reading.ac.uk).