

**Job description - Business & Data Analyst**

<b>JOB TITLE:</b>	Business & Data Analyst
<b>REMUNERATION:</b>	c.£30-40k depending on experience, plus generous employee benefit package
<b>POSITION:</b>	Permanent, full time
<b>REQUIRED EXPERIENCE:</b>	At least 2-3 years in business/management consulting

**About Tribe:**

Tribe is an exciting, high growth, award-winning, wealth management firm focussed on values and impact-driven investment management. We believe passionately in the use of capital as a force to drive positive change. Having come through the FCA's Innovation Hub, successfully launched Tribe Impact Capital, and developed the investment & impact process and client base over the last six years, we are now focussed on growing the Tribe further.

Our approach to investment and wealth management combines our clients' values, their financial aspirations and the change they want to see in the world - their impact. We then build portfolios that reflect these three factors. For wealth holders that want to do well and do good.

We're proud to be members of the B-Corp family and signatories to the UN PRI, Women in Finance Charter, as well as the Science Based Targets Initiative. Locked into our articles is a fixed commitment to contribute a minimum of 20% of annual profits to an impact vehicle that will invest in, and provide grants to, high impact and scalable mission-driven organisations.

We're mission-led, which gives us a sense of purpose: we want to support wealth holders who want to do well by doing good.

**Your role:**

The Business and Data Analyst is a new role at Tribe, whose primary objective is to drive operational improvements and efficiency across our business. This will naturally have a heavy involvement in data and information technology, as well as being able to work across the people and key processes at Tribe.

You'll have a broad view across the business, working with all our internal teams: client facing, investment and impact, as well as operations. This will allow you to help us evolve our management information and monitoring, as well as looking to technology and other solutions to support and improve how the different teams work together.

The role will involve taking ownership of Tribe's core data and software projects, which are currently focussed on our proprietary investment and impact SQL database and our CRM. We use PowerBi to build internal dashboards and some client reporting. We're very proud of the

investment and impact performance we've delivered for our clients so far; this role will support both what we deliver and then, as importantly, how we share this information.

Over time, you'll be key in building these as well as other projects to improve our efficiency and our clients' experience.

You'll also help us improve our cyber security and awareness.

In short, you'll be a key part of how we improve, evolve and grow the Tribe.

**Experience, key skills and competency requirements:**

- You will have had at least 2-3 years' experience in consulting, ideally with some exposure to the investment or wealth sector.
- Information technology is a key part of the role and you should be able to demonstrate your proficiency with this. Tribe has a MySQL database and the CRM is provided by Salesforce - experience of these, especially the former, is essential.
- Similarly, data and numeracy are critical. You should be fluent in Excel and have used PowerBi or similar.
- Project and change management will be a core part of the role, as you'll likely be involved in a number of complex issues.
- Fluency in Microsoft Office, including Teams, will be important.
- Adaptive to change in a fast-paced environment
- Excellent written and spoken English

**Behavioural qualities:**

- Ability to work closely with all disciplines across the business, as well as communicating clearly to others: understanding their requirements and working with them to find solutions.
- You'll be part of a small team so you'll need to be able to work well within this dynamic
- You should be highly motivated and comfortable working with a degree of autonomy
- Curious and not afraid to ask questions
- Confident without excluding other opinions
- Empathetic to alternative points of views and experiences
- Willing to learn, find out the answer if you don't know
- Excellent communication skills, both in terms of conveying the message, but also making sure it's embedded within the culture
- Always acting with integrity
- Comfortable bringing their true self to work. We're a mission-driven business that thrives on authenticity, honesty and self-expression

We are a values-driven organisation. As a team, our values underpin our shared beliefs, and in turn guide our culture and behaviour.

Our core values are:

- Forward-thinking - we're working today for a better tomorrow
- Collaborative - we are better together
- Passionate - we love what we do, and it shows

These three together are underpinned by our behavioural foundation: integrity.

These values and our mission give us our sense of purpose: we want to support wealth holders who want to do well by doing good.

### **Working at Tribe**

We're a growing team of mission-driven individuals. As a B Corps, we're aware of our role in society and on the planet, as well as our responsibilities to all stakeholders.

The office is based in the West End of London. Whilst we offer hybrid working, this will be your main place of work. We will support you in your own personal development, with training and career development.

Employee benefits include pension contribution, life insurance and private medical insurance. You will have a 25 day holiday allowance that increases with service. We also offer volunteering time, cycle-to-work schemes, season ticket loans, matched giving and workplace nursery benefit.

### **Interested?**

To apply please send a CV and cover letter explaining why you think you're perfect for this role and Tribe to [jobs@tribeimpactcapital.com](mailto:jobs@tribeimpactcapital.com)

**Applications close:** Friday 3<sup>rd</sup> February 2023 1700hrs GMT

Please note candidates must have the necessary permits to work in the United Kingdom.

### **Disclaimer:**

All statements are intended only to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified. Employees will be required to undertake any additional tasks or duties that may be within their capabilities. Tribe reserves the right to make amendments to the above in response to any material internal or external developments (e.g. market changes, new regulations, internal restructuring).