

# Job Description

Ummah Welfare Trust | +44 (0)1204 661 030



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Data Analyst (Sr. Officer)</b>
<b>STATUS</b>	<b>Full-Time (On-site)</b>
<b>HOURS</b>	<b>37.5 Hours per week (Mon - Fri)</b>
<b>RESPONSIBLE TO</b>	<b>IT Project Manager</b>
<b>SALARY</b>	<b>£28,000 – £32,000 (Dependent on experience)</b>

## THE ORGANISATION

Established in 2001, Ummah Welfare Trust is a UK-based international relief and development charity. Inspired by the Islamic teachings of empathy, generosity and selflessness, the trust aims to alleviate poverty and suffering across the world, and also ensuring that the rights of those who are neglected and oppressed are fulfilled by providing sustainable development solutions relating to shelter, education, health, and spiritual wellbeing.

Knowing that we are all ultimately accountable to the Almighty, the charity strives to maintain transparency and accountability, and as such the charity also has a full and transparent audit trail from the donor to the beneficiary.

To find out more about the organisation please visit our website on: <https://uwt.org/>

## THE ROLE

Ummah Welfare Trust is looking for a proactive and detail-oriented Data Analyst to support the charity's data and reporting needs across all departments. You will be responsible for extracting, analysing, and presenting data from multiple systems—including SQL databases, Financial Systems, .NET-based custom applications, Excel, Power BI, and Access Financials Analytics. You will play a key role in supporting decision-making through insightful and accurate reporting.

## MAIN DUTIES

- Develop and maintain reports using SQL queries across operational databases.
- Design and support dashboards and KPIs using Power BI and Financial Systems Analytics.
- Generate ad-hoc and scheduled reports to support Finance, Fundraising, HR, Programmes, and other departments.
- Understand and map data from Financial Systems and custom-built .NET applications.
- Work closely with stakeholders to gather reporting requirements and turn them into actionable insights.
- Ensure data accuracy, integrity, and compliance with relevant charity and data protection standards (e.g. GDPR).
- Automate manual reporting processes where possible.
- Provide training and support to internal users on report usage and interpretation.
- Collaborate with the IT team to improve data access and reporting capabilities.

## PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
Qualifications	Degree or equivalent experience in Computer Science, Information Systems, Data Analytics, or related field.	Desirable
	Power BI, Microsoft, or SQL-related certifications.	Desirable
	Understanding of financial reporting and charity accounting practices.	Desirable
Experience	Strong SQL skills (e.g. T-SQL or PostgreSQL).	Essential
	Experience working with Financials Systems (Analytics module preferred).	Essential
	Good understanding of .NET-based systems and how to interact with their data sources.	Essential
	Advanced Excel skills (pivot tables, formulas, lookups, charts).	Essential
	Proficiency in Power BI (DAX, visuals, publishing dashboards).	Essential
	Experience in gathering reporting requirements and translating them into technical outputs.	Essential
	Good interpersonal and communication skills.	Essential
	Understanding of working in a non-profit or charity environment is a plus	Essential
Skills /Abilities	SQL (e.g. T-SQL/PostgreSQL)	Essential
	Financial Systems	Essential
	Access Financials Analytics	Essential
	Excel (advanced functions)	Essential
	Power BI	Desirable
	.NET Applications (data layer)	Essential
	Data Analysis & Visualisation	Essential
	Report Automation	Essential
	Communication & Requirements Gathering	Essential
	GDPR & Data Protection Awareness	Essential
	Charity Sector Familiarity	Desirable
Other	Respect for and understanding of the values of a Muslim-led charity	Essential
	Occasionally adapt working times to meet the requirements of the organisation and may include weekends	Essential
	Commitment to data privacy and organisational integrity	Desirable
	Willingness to learn new systems and engage with non-technical users.	Desirable
	Problem-solver with a can-do attitude and ability to work independently.	Desirable

**This post is subject to a Disclosure and Barring Service (DBS) check.**

The **closing date for applications is 15<sup>th</sup> November, 2025**, although the position may close sooner if the right candidate is found.

To apply for this role, please email your CV and Covering Letter to [vacancies@uwt.org](mailto:vacancies@uwt.org)

Please ensure that you **address how you satisfy each of the criteria in the person specification in your covering letter.**

For more information or discussion about the role please contact: 01204 661048