

International organisation working in the educational sector is looking for a **Data Management Executive**. The Data Management Executive contributes to the accuracy of the database registering all teaching hours and to assist the organisation in the maximisation of the room allocation, supports the Data & Planning Manager in the training on Aurion (software) and ensures compliance of the data processing entries.

ROLE:

Aurion and Payroll management:

- Reconciling of payroll related data – analysis of hours taught based on Aurion activity type and course information, review all interventions for previous month (on monthly basis);
- Printing individual « List of hours taught » and block hours in order to prepare all necessary information for payroll;
- Valuing the hours taught by Programme office coordinator for payment;
- Entering all data and hours for payroll purposes on spreadsheet and/or database;
- Responding to queries and liaise with programme office, academic directors to solve any discrepancies with hours or rate issues;
- Cross-checking data entry from users controlling and ensuring accuracy of data;
- Aurion support for the organisation locally;
- Training and assisting existing and new end users on standard key Aurion processes and parameters;
- Analysing of student FTEs and Number of hours taught;
- Maintaining existing processes
- Supporting Finance department in reconciliation exercises.

Timetabling management and supervision:

- Liaising with programme teams including language department to ensure timetable efficiencies
- Ensuring that the room booking / timetabling of meeting room and quiet study rooms is operating efficiently
- Preparing presentations, data reports and statistical summaries as appropriate

PROFILE:

- Analytical skills, ability to understand and aggregate large volume of information is a must
- Data reporting and presentation skills are essential
- Analytical and creative mind
- Excellent interpersonal and problem solving skills
- **Advanced use of Microsoft Office Excel and Word and Computer literacy**
- French will be a plus

SALARY & BENEFITS:

- £31 000 to 32 800 per annum
- Plus excellent benefits including pension, holidays, insurance, etc.

