

JOB DESCRIPTION



Job Title	Reporting Analyst - ECO
Job Location	Hybrid working with office based in Sutton or Aylesbury
Remuneration	
Hours	
Purpose Statement	<p>AgilityEco is a fast-growing business that has established a leading position in financing and delivering energy efficiency and retrofit programmes. Our clients include major energy supply companies, local authorities, housing associations and industry partners such as installers of low-carbon heating, insulation and renewable energy technologies.</p> <p>A key workstream within AgilityEco is supporting energy suppliers with the delivery of the Energy Company Obligation (ECO), which comprises of national delivery of retrofit energy efficiency measures to low-income households in partnership with an extensive number of accredited installation organisations and other agencies, whilst navigating a complex set of compliance requirements.</p> <p>To assist with our ECO efforts, the role of a Reporting Analyst has arisen, supporting a highly analytical, risk and governance-led function. This role will sit underneath our Submissions Team Lead and will be instrumental in ECO delivery function.</p> <p>This is a key role within the organisation, and the candidate is expected to be well-versed with the relevant ECO regulations and possess excellent stakeholder management and engagement skills. The ideal candidate will have a keen eye for detail and thorough organisational skills, being able to manage time and prioritise tasks effectively.</p> <p>In return the candidate will join a highly successful team and have opportunities to further their career within the low carbon and energy efficiency sector.</p>
Accountabilities	<ul style="list-style-type: none"> • Reporting: Ensuring that all records are updated regularly and preparing accurate reports for senior management and stakeholders. • Stakeholder management: Provide regular updates to internal and external stakeholders. • Regulations and policy interpretation: keep abreast of all relevant changes to guidance from Funder partners, DESNZ and Ofgem. • Other: any other reasonable duties commensurate with the post, which may be allocated from time to time. • Health & Safety: all employees are responsible for their own health and safety and must adhere to the company's HSE guidelines.
Dimensions of Role	The job holder will report directly to the ECO Submissions Lead.
Working Relationships	The role will involve working alongside Compliance Analysts, Reporting Analysts and Finance.
Skills, Knowledge and Expertise	
Knowledge and Qualifications	<ul style="list-style-type: none"> • Knowledge and experience of the Energy Company Obligation (ECO) including scheme rules and compliance requirements. • Strong organisational skills and attention to detail.
Desirable Skills and experience	<ul style="list-style-type: none"> • Knowledge of other grant-funded retrofit and energy efficiency programmes • Data analysis skills including advanced use of MS Excel

Person Specification	<ul style="list-style-type: none">• Ability to work without supervision, under pressure and to tight deadlines• Self-motivated, driven and proactive with a high level of initiative• Excellent verbal, written communication and interpersonal skills• Ability to manage and prioritise multiple tasks, highly organised• Critical thinking and problem solving skills• Ability to maintain highest level of confidentiality
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