
JOB DESCRIPTION

Job Title: Graduate Analyst
Grade: B
Department: CAF Bank

Main purpose of job:

The role will give work experience and insights into working inside a regulated Bank. The duties will be assigned as part of the team structure, working on specific projects and bringing their analytical skills to ensure that the data supports the decision making. This structure will give the individual the opportunity to understand how to interact in a corporate culture, learn about how their team contributes to the smooth running of a retail charity bank and how the customer is at the heart of what we do at CAF Bank.

As CAF Bank is a small entity, within a single location, this uniquely creates the opportunity to see the full end to end process, gaining a wider understanding of how a generic retail bank operates. The types of duties will give them a wide range of experiences, from helping to analysis key operating metrics through to helping to greater understand the needs of our customers.

Responsible to: TBC
Budgetary responsibilities: None
Responsible for: None

Key Job Responsibilities:

- Work as part of the team taking direction and guidance from the manager
- Attend meetings and training as required
- Utilise standardised templates etc to ensure that work produced is at the right standard
- Analyse data to give actionable insights that aid with decision making
- Be an enthusiastic and active team member, keen to collaborate with colleagues and add value

Role will be based in Kings Hill, West Malling, Kent, hybrid working which would be in person for 3 days per week and remotely for 2 days per week.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

PERSON SPECIFICATION

Job title: Graduate Analyst

Date: May 2026

Attributes	Essential ✓	Desirable ✓	How Evidenced [†]
Experience Working as part of a team		✓	A/C
Qualifications Educated to GCSE level or equivalent in mathematics and English Degree in any STEM subject	✓		A/E
Communication Strong verbal and written communication	✓		C
Personal Qualities Good team player Can do attitude Willingness to learn Curiosity	✓ ✓ ✓ ✓		C
Prior to Appointment All posts: - Credit Check - Sanctions Check - Basic DBS Check - Employment References - Medical Clearance - Right to Work in the UK FCA Approved Posts: - Standard DBS Check	✓ ✓ ✓ ✓ ✓ ✓ ✓		R/E

✓ Tick either the Essential or Desirable column as appropriate for each attribute

† Insert the code from the key below for how you intend to assess this requirement e.g. at interview, via references etc.

Key

R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment