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| Last updated: | 17/05/2024 |

**JOB DESCRIPTION**

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| Post title: | **Financial Systems Accountant/Analyst** | | |
| Academic Unit/Service: | Finance | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Finance Systems Manager | | |
| Posts responsible for: | none | | |
| Post base: | Mix of Home and Office-based | | |

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| Job purpose |
| To provide professional expertise and skills in:  Working as part of the Financial Systems Support Team to ensure the University’s financial systems meet agreed and acceptable requirements and standards  Providing active support for the continuous development of the University’s financial systems  Providing specialist support for users of the University’s financial systems, as part of the Financial Systems Support team |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Ensure the delivery of finance and associated systems support and maintenance to ensure compliance with statutory requirements and end user needs, with a focus on financial systems reporting and costing tools.  Determine the needs of University financial business processes and planned developments within the university, and apply knowledge to determine how to best meet those needs through your working knowledge of database administration, business systems integrations and development of reporting requirements.  Take a leading role in the ongoing maintenance and development of the Financial Systems as new business requirements arise. The development process would extend into the creation of test scripts, co-ordinating UAT and Live implementation, organising and assisting with user acceptance testing of new processes and systems functionality. Review implemented changes to ensure deliverables have been achieved as planned.  Where required plan and deliver appropriate secondary actions to ensure objectives are met. | 50 % |
|  | To be responsible for provision of professional advice to aid management decisions and provide support services within professional guidelines to determine the complex needs of the users of Financial systems in the University. | 10 % |
|  | To carry out detailed assessment and analysis of issues and problems, using specialist knowledge to identify and recommend appropriate solutions, including developing MS SQL scripts to resolve data issues or extend a solution.  To contribute to University wide projects using specialist knowledge and/or lead short-term projects within own department.  Act as a specialist reference point for members of the second line support team, where specialist knowledge is required and provide coaching to the second line support team. | 10 % |
|  | To draft reports and deliver briefings and presentations, as required.  Provide appropriate and up to date documentation relating to the use and support of the Financial Systems, including the management and reconciliation of interfaces, details of the relevant data structures and architecture. | 10 % |
|  | Engage with end users of Financial Systems in helping to resolve complex user issues, using the call management system as appropriate.  Liaise with and instruct the training lead to ensure that training courses fully equip users to use the Financial Systems efficiently and appropriately and gain maximum benefit from them, including the roll out of new modules/functionality. | 10% |
|  | To attend internal and external meetings to ensure that departmental issues are appropriately represented and reported.  Represent the Financial Systems Manager, as appropriate, at meetings considering Financial Systems. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| The post holder will be expected to undertake their duties as part of an integrated support team and will be expected to adopt priorities and engage in activities which promote the effective working of the whole team. Strong relationships with other team members will be a key part of this.  The post holder will be expected to liaise appropriately with a wide variety of members of the University when assessing user needs or performing development activities.  The post holder will be expected to liaise appropriately with various members of iSolutions as part of their development and support activities.  The post holder may have to liaise with external parties or consultants who either support or provide assistance with the development of Financial Systems.  The post holder will be expected to represent the Financial Systems Manager, where relevant, at meetings with internal or external personnel when matters of systems support or development are being discussed. |

| Special Requirements |
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| The post holder may be required to travel off-site as part of their support, liaison or development activities.  Exceptionally the post holder may need to work out of hours |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification.  Proven experience of planning and progressing technical work activities within a relevant ERP business application.  Proven successful experience of working at a strategic level within a large, complex and multi-disciplinary organisation  An understanding of stakeholder groups and expectation management within a large organisation  Demonstrable ability to analyse and translate user requirements into technical ERP solutions  Proven SQL experience.  Experience of working in financial systems support | Membership of relevant professional body.  Knowledge and experience of LEAN/Six Sigma  Knowledge of public finance and higher education  Experience of support and maintenance for costing systems such as Worktribe. | CV, certificates, references, interview, work experience |
| Planning and organising | Proven experience in planning and progressing work activities within general and professional guidelines; setting objectives, milestones and implementing regular reviews to evaluate progress.  Proven ability to organise events and activities that deliver the required outputs. | Experience of successful project management. | CV, certificates, references, interview, work experience |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.  Confidence to challenge existing work practices and use a positive approach to problem solving. |  | CV, certificates, references, interview, work experience |
| Management and teamwork | Able to proactively work with colleagues in other work areas to achieve outcomes. | Experience of successfully managing and developing staff. | CV, certificates, references, interview, work experience |
| Communicating and influencing | Excellent communication skills to liaise with colleagues at all levels, within the team, the department and across the wider University, building relationships and understanding stakeholder’s differing needs.  Able to provide accurate and timely specialist guidance on complex issues.  Ability to persuade others to embrace and shape change proactively, develop and suggest new ideas, and manage ambiguity. |  | CV, certificates, references, interview, work experience |
| Other skills and behaviours | Capacity to be flexible and adaptable. Ability to learn and receive support in developing new skills and techniques. |  | CV, certificates, references, interview, work experience |
| Special requirements | Flexibility to work out of hours on occasion to meet user or service expectations |  | interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |