

Job Description

Financial Systems Analyst

Purpose of the role

We are seeking a Financial Systems Analyst to join the Finance team to help support and maintain our financial systems and work with the Systems Accountant to help facilitate the delivery of a number of key projects.

Key Accountabilities

- Provide technical and functional support for accounting and finance users (14 employees).
- Responsibility for the day-to-day management of the core Sage 200 accounting system.
- Responsibility for the day-to-day management of the core PROACTIS purchase ordering system. To act as the administrator for the software; typically to amend the approval hierarchy and limits depending on leavers, joiners and for holiday cover purposes (training to be provided if required).
- Maintain user roles, security, profiles and workflow rules etc.
- Collaborate with operational and support departments, to identify and solve business problems and maintain the integrity of data inflows to the accounting systems of the organisation.
- Liaise with key members of the IT team to facilitate delivery of finance user requirements and resolution of technical queries.
- Ensure a high standard of service, working with internal and external stakeholders, to deliver business information for management and statutory accounting, as well as financial planning, budgeting and forecasting.
- Provide first-line support to key stakeholders for the web-based collaborative planning application and assist the Management Accountant and Head of Finance with reporting requirements during budgeting and forecasting exercises.
- Proactively identify opportunities for change, process improvement and system enhancements to drive the efficiency and effectiveness of the client accounting system, its processes and associated activities.
- Assist with the scheduling, execution and documentation of system testing for key finance project deliverables.
- To be able to 'surface data', either from the core Sage 200 tables or related data warehousing cubes.
- To carry out ad-hoc financial report authoring, using SQL where necessary.
- Assist with documenting key financial processes where necessary.

Capabilities Profile – Technical Skills/Knowledge

Essential:

- Previous experience with Enterprise Resource Planning (ERP) systems, particularly Sage and Unit4 Agresso, SAP, Oracle, Netsuite, Microsoft Dynamics or equivalent.
- Experience of working in a relevant finance or accountancy role.

- Experience of working on multiple accounting modules, for example, accounts payable (AP), accounts receivable (AR), general-ledger (GL), fixed assets, etc.

Desirable:

- Experience of working with an Online Analytical Processing (OLAP) technology such as SQL Server Analysis Services.

Capabilities Profile – Leadership, Management or Personal Skills/Knowledge

Essential:

- Personable, approachable and professional demeanour.
- Team-oriented, with excellent written and oral communication skills.
- Strong ERP skill set, capable of independently providing business as usual support of financial systems.
- Strong MS Excel skills, including a sound understanding of the professional structuring and maintenance of accurate and reliable financial reports.
- Good understanding of finance and accounting processes.
- An understanding of database structure and data management (RDBMS) concepts.
- Ability to author accurate financial reports using Structured Query Language (SQL).
- Ability to translate user requirements into technical solutions.
- Strong analytical and problem solving skills.
- Ability to work independently in a fast-paced environment with minimal supervision.

Reporting line:

Reports to: Systems Accountant.

Key Interfaces:

- Head of Finance.
- Finance Director.
- Senior members of Finance.
- IT Department (including IT Project Manager).
- Internal and external auditors.