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| **Job Title:** | Finance Systems Analyst |
| **Reference No:** |  |
| **Reports to:** | Finance Systems Officer |
| **Responsible For:** |  |
| **Grade:** | D |
| **Working Hours:** | 37 hours per week |
| **Faculty/Service:** | Finance |
| **Location:** |  |
| **Main Purpose of Role:** | To maintain and support the development and transformation of finance systems enabling continuous improvement and delivery of changes focusing on system development, configuration, administration and user experience.    To support, maintain and develop finance systems, processes and reporting capabilities and to be responsible for the improvement and operation of financial systems.    To work closely with team members to support and improve finance processes and procedures, creating opportunities for automation and efficiency developments. |
| **Key Responsibilities**  **and Accountabilities:** | * To manage and support all areas of the main finance system including, but not limited to, configuration maintenance, specification, development, testing and implementation as required. * To work closely with internal and external teams to support operational and project finance systems requirements. * Contribute to the development and revision of Finance working procedures. * Support finance systems configuration and implementation of changes to systems and processes. * Support and develop integration processes and functionality between university systems. * Provide timely and consistent communication to internal and external stakeholders. * Provide general systems support including resolution of system incidents and problems including delivery of changes. * Work with internal and external systems support providers to co-ordinate. activities for the support, maintenance and development of finance systems. * Be an advocate for continuous improvement and coordinate the delivery of systems and process improvement opportunities. * Produce and maintain systems documentation. * Develop finance system reporting capabilities and reports. * Document tasks undertaken, identify issues and propose solutions where appropriate. * Build effective professional relationships with university managers and representatives, including key internal clients in nominated Faculties and Services. * Work closely with Finance teams to deliver a consistent and coordinated service. * Provide support for the delivery of key Finance objectives, projects, policies and procedures in line with the Finance and Planning service plan and University Strategy. * Identify opportunities for automation and efficiencies of process both within the main finance system and in general working practice. * To understand and provide a link between finance system capabilities and finance business processes |
| **Special Circumstances:** |  |

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| Part 2A: Essential and Desirable Criteria | |
|  | *Essential*  Qualifications and Professional Memberships: |
| * Experience of supporting and improving finance systems and processes   and/or relevant professional qualifications |
| Knowledge and Experience: |
| * Demonstrable experience of successful contribution to projects or continuous improvement and the delivery of objectives to agreed targets. * Proven record of developing processes and procedures to strengthen the performance of a team/function. * Demonstrable track record of building productive relationships with both internal and external stakeholders. * Ability to work using own initiative within agreed parameters. * Excellent inter-personal skills and the ability to deal with difficult situations to achieve a successful outcome. * Ability to deliver several areas of work or projects concurrently, work under pressure and to deadlines, escalating appropriately to define priorities. * Problem-solving skills and the ability to break down complex situations, processes and systems into understandable steps. * Ability to engage with individuals from within and external to the service and ‘bring them on-board’ with whatever activity is being delivered. * Ability to work with staff from across the business and at all levels. * Able to express complex concepts in an understandable manner and tailor communications for a desired audience. |
| ***Desirable***  ***Qualifications and Professional Memberships:*** |
| * An appropriate higher-level qualification (e.g. Foundation degree, Dip/Cert HE, HND/C, undergraduate degree or higher). * Project management qualifications. * Business analysis or continuous improvement qualifications. |
| **Knowledge and Experience:** |
| * Experience of working in a finance systems role. * Knowledge and experience of Higher Education . * Delivery of continuous improvement of finance systems and processes. * Experience of Technology One software in an analyst or end user role. |
| Part 2B: Key Competencies | |
| **Competencies are assessed at the interview/selection testing stage** | Service Delivery  Adapts services and systems to meet customers’ needs and identifies ways of improving standards. Learns from complaints and takes action to resolve them. Collates feedback and views from customers and keeps up to date with market trends to inform service development and make changes. Actively promotes services. |
| Oral Communication  Routinely explains more complicated non-routine matters/policies/procedures clearly by explaining technical/specialist terms commonly used in own area of work. Adapts the style of communication to the audience and ensures understanding  Written and electronic communication  Routinely required to understand, use and interpret technical/specialist terms commonly in use in own area of work and explain complicated non-routine matters/policies/procedures clearly through a range of appropriate methods and with consideration to the audience. |
| Analysis & Research  Designs and uses data gathering and analytical methods appropriate for each investigation. Recognises and accurately interprets patterns and trends. Understands when additional data is required and identifies appropriate sources. Produces reports that identify key issues and findings. |
| Knowledge & Experience  Applies knowledge and experience of professional and/or technical practice (gained from experience or following a course of study) and interprets and shares knowledge by advising and guiding others as required. Undertakes periodic updating of skills and knowledge. |
| Liaison & Networking  Collaborates with others to meet deadlines and joint objectives by ensuring dissemination of information in the right format to the right people at the right time. Builds relationships and contacts to facilitate future exchange of information. Participates in networks within the organisation or externally to share knowledge and information in order develop practice or help others learn. Pro- actively seeks to build relationships between groups to share and develop good practice and strengthen future working relationships. |
| Initiative & Problem Solving  Uses judgement to analyse and solve problems. Takes action to prevent recurrence of problems. Considers possible solutions to identify those which offer wider benefits. Obtains evidence to support thinking. |
| Decision Making Processes & Outcomes  Independently makes decisions which are low risk and that mainly affect themselves or a small number of people and are guided by regulation and practice. Makes collaborative decisions with line management or others on operational processes such as how to perform a task. Guides others by presenting options and choices to inform their decision making |
| Planning & Organising  Suggests ways of improving working practice and use of resources. Creates realistic plans to effectively manage own workload, prioritising work to meet personal and team objectives. |
| **Date Completed:** | December 2024 |