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| <b>Job Title:</b>      | Finance Systems Project Assistant |
| <b>Department:</b>     | Finance & Legal                   |
| <b>Reporting To:</b>   | Finance Systems Manager           |
| <b>Direct Reports:</b> | 0                                 |
| <b>Version</b>         | V1 16.08.2023                     |

### Job Purpose

To provide systems and accounting support to the finance function, and the wider business, operating within the service level agreements and existing processes, to ensure the successful delivery of projects and improvements, and the efficient and effective running of the finance systems function.

To work collaboratively as part of the finance systems team to provide an exceptional service to all system users.

### Key Accountabilities

- Accountability for administering all elements of the financial systems, providing support to the wider team, using the predetermined process notes.
- Complete finance systems month end process by producing reports that will contribute to the cleansing of system data, once approval is received from management.
- Provide first line support for Finance Systems users from a number of different sources, logging monitoring and dispatching service desk tickets and escalating issues internally, or to third parties, where appropriate to ensure their swift resolution.
- Work collaboratively as part of the finance systems team to provide an exceptional service to all users.
- Continuously monitor and update finance and system processes to refine our current process notes, ensuring that they are relevant and that new processes are captured in relation to project work and the testing of new functionality.
- Keep up to date with system developments in order to interpret the impact on current finance processes, informing the wider Finance System Team in order to provide effective communication to the wider team.
- Maintain the employee hierarchy within the financial systems, accurately logging new starts, role changes, approval level changes and employee leavers to ensure that our finance systems comply with our agreed internal financial controls.
- Support the finance systems team in the delivery of system enhancements to the business to ensure these are delivered within the specified, agreed parameters to support continual business growth.
- Perform preventative maintenance and general systems housekeeping to ensure systems operate efficiently.
- Assist with projects assigned to the finance systems function and assist in their successful delivery.

## Expertise

- HNC/D level qualification in accounting, or related discipline, or equivalent relevant work experience in a finance function.
- Experience and understanding of the core concepts of the finance function and associated processes.
- Experience of using a finance system/s and an understanding of key finance systems processes including Order to Cash, Procure to Pay & Record to Report.
- Proficient in all Microsoft Office 365 products.

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.