

Role Definition

Job Title: Finance Systems Analyst
Reporting To: Finance Systems Manager

Responsibilities

- Understand our existing project accounting and ledger accounting systems (Cygnus fee and resource and Access Dimensions Ledgers)
- Support the Finance team in the delivery of D365 Dynamics solution.
- Work closely with the Finance Systems Manager to build a robust Finance master data model and related governance process.
- Liaise with third party service implementors and internal stakeholders to document and carry out configuration in D365 Dynamics F&O (AR, AP, GL, Projects).
- Support the team to design and build integrations between D365 and other systems (Bank, FX rates, TM1).
- Work closely with data migration team to ensure migrated data meets finance requirements.
- Support creation of test scripts and execution of user acceptance testing in collaboration with the end users.
- Document and develop Finance administrator processes for the BAU target operating model.
- Develop training material and train system users.
- Provide expert ongoing D365 support and guidance to key Finance users post go live.
- Contribute, or otherwise assist, as required.
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards.

Qualities and Skills Required

- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- A recognised professional UK accountancy qualification or relevant experience.
- D365 F&O functional expertise with full project lifecycle implementation experience.
- Strong planning and workload management skills with the ability to manage short-term and long-term activities to agreed deadlines.
- Excellent written and verbal communication skills– articulate and diplomatic manner.
- Ability to manage and prioritise tasks and time efficiently.
- Appreciation of, and commitment to, the business of the Practice
- Able to demonstrate numeracy
- Honesty and discretion
- Excellent organisational skills.
- Able to manage sensitive and sometimes confidential information.
- Self-motivated and able to take responsibility.
- Able to demonstrate initiative and a proactive approach to daily tasks.
- Good interpersonal skills and able to work independently and as part of an effective team.
- Flexible attitude.
- Able to build good relationships at all levels, internally and externally.
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the postholder.