

Role Summary

Foster + Partners (F+P) is a global studio for sustainable architecture, urbanism, engineering, and design, founded by Norman Foster in 1967. With offices around the world, the practice works as a single entity that is both ethnically and culturally diverse, with people central to all its endeavours. It has grown from a handful of staff to over 1,800 people, located in offices across the world. Continued growth has led to various challenges and opportunities and F+P are currently implementing a new ERP technology platform to support future growth.

This is a specialised role that combines accounting expertise with a strong understanding of information technology and systems. This team member will play a critical role in ensuring that F+P financial systems and processes are efficient, accurate, and aligned with F+P strategic goals.

The Group Finance Systems Manager is responsible for managing and optimising leads global financial systems, software, and processes within F+P and contributes to the development of the Finance strategy. This role involves collaborating with finance and IT teams to ensure that financial data is accurate, secure, and efficiently processed. The Group Finance Systems Manager will also play a key role in implementing and maintaining accounting software and tools, working closely with senior stakeholders to influence system strategy. This role is the technical expert in global finance and accounting principles and practices as well as financial ERP Systems.

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Role Definition

Job title:	Group Finance Systems Manager
Reporting to:	Head of FP&A, Partner

Responsibilities

Financial Systems Management:

- Lead the administration and oversight of all financial systems, including ERP platforms, accounting software, and related tools.
- Maintain data integrity and accuracy across systems, ensuring compliance with internal controls and regulatory standards.
- Lead user acceptance testing of fixes and new features.
- Monitor system performance, proactively troubleshoot issues, and implement solutions to minimize downtime.
- Partner with IT to manage system maintenance, upgrades, and infrastructure requirements.

Process Improvement:

- Identify and deliver process improvements within finance and accounting workflows.
- Drive automation initiatives to reduce manual tasks and enhance efficiency.
- Establish and enforce best practices for system usage and financial data management.
- Explain difficult or sensitive information to senior stakeholders.
- Builds consensus on challenging topics.

Financial Reporting:

- Oversee the development of accurate, timely financial reports aligned with IFRS, GAAP, and regulatory requirements.
- Design and implement custom dashboards and reporting suites for senior management and operational teams.
- Support preparation of financial statements and disclosures.

Data Security and Compliance (working in partnership with IT):

- Collaborate with IT to implement robust security protocols safeguarding financial data.
- Ensure adherence to compliance standards and regulatory frameworks.
- Act as a key liaison during internal and external audits.

Training and Support:

- Deliver training programs and create user documentation to maximize system adoption and effectiveness.
- Provide ongoing support and resolve user queries promptly.

Integration and Upgrades:

- Lead evaluation and selection of financial systems and tools.
- Plan and manage system upgrades and integrations with other business platforms.

ERP implementation Leadership:

- Serve as a core member of the ERP implementation team for the transition to Microsoft Dynamics 365 working collaboratively with the internal F+P Programme Team, and our external implementation Partner.
- Analyze existing systems (Cygnus and Access Dimensions) and define requirements for the new platform.
- Configure test environments to meet reporting and operational needs.
- Oversee data migration and validation processes.
- Collaborate with Information Systems to develop real-time reporting portals.
- Design and deliver reporting suites for key stakeholders, including senior management and project teams.
- Conduct system testing, develop training materials, and lead user training sessions.
- Interprets internal/external business challenges and recommends best practices to improve products, processes or services.
- Lead Finance Systems initiative to mitigate risk in consideration of applicable complexity.
- Leads others to solve complex problems; uses sophisticated analytical thought to exercise judgement and identify innovative solutions.
- Impacts and delivers value across a range of financial systems, software and processes within Accounts and other related Practice areas.

General

- Contribute to cross-functional initiatives and support organizational priorities.
- Ensure compliance with Finance & Planning procedures and standards.
- Ensure compliance with Foster + Partners' procedures and standards.
- 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.

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.
- Excellent organisational skills.

- Good IT skills including advanced excel.
- Excellent written and verbal communication skills – articulate and diplomatic manner.
- Good interpersonal skills and able to work independently and as part of an effective team.
- Methodical, accurate and consistent attention to detail.
- Appreciation of, and commitment to, the business of the Practice.
- Empathy with a creative environment.
- Strong planning and workload management skills with the ability to manage short-term and long-term activities to agreed deadlines.
- Able to demonstrate numeracy.
- Honesty and discretion.
- 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.
- 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.

Qualifications:

- A recognised professional UK accountancy qualification.

Experience:

- ERP Implementation & Management: Proven track record in leading ERP projects (Microsoft Dynamics 365 preferred), including system configuration, data migration, testing, and go-live support.
- Leadership: Prior experience leading project teams to achieve milestones and objectives.
- Resource Allocation: Impacts the direction and resource allocation for financial ERP Systems.
- Financial Control/Accounting: Technical expert with in-depth and breadth of expertise in finance and accounting principles and processes.
- Financial Systems Administration: Hands-on experience managing accounting software, ERP platforms, and related financial tools.
- Process Improvement & Automation: Demonstrated ability to streamline workflows, implement automation, and optimize finance processes.
- Financial Reporting & Compliance: Experience developing custom reports and dashboards, ensuring compliance with IFRS, GAAP, and regulatory standards.
- Data Security & Audit Support: Skilled in implementing security measures and supporting internal/external audits.
- Training & Change Management: Ability to create training materials, deliver user training, and drive system adoption across teams.
- Cross-Functional Collaboration: Experience working with Finance, IT, and business stakeholders to deliver strategic system initiatives.

Aptitudes:

- Proven superior analytical/problem solving capabilities with large and diverse data sets, providing substantive and effective reports and reviews.
- Experience communicating complex ideas, anticipate potential objections, and gain consensus from senior stakeholders.
- Excellent problem-solving and analytical skills.
- Strong communication and interpersonal skills.
- Attention to detail and a commitment to accuracy.
- Project management skills for overseeing system implementations and upgrades.
- Knowledge of data security and compliance requirements.

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 post holder.