**Job Description **

**JOB TITLE: Financial Systems Manager (1882)**

**Reports to: Finance Services Manager**

**Responsible for - Directly: VARIABLE**

**Total staff managed: VARIABLE**

**Working environment: Hybrid**

**Working hours: 37 Hours**

**Permanent**

**Purpose of role**

* To undertake the Finance System Manager role to ensure development and delivery of organisational projects where there is impact on the financial systems.

**Main responsibilities**

**Corporate responsibilities**

* To understand the Corporate Plan priorities and values and contribute to the delivery of these in the provision of high-quality services to customers.
* Work across the Council to achieve goals and contribute to the delivery of the Council’s objectives.
* Work with a collaborative approach to service delivery across the Council and its subsidiaries.

**Operational responsibilities**

Maintain the general ledger financial system and other financial systems overseen by the finance function of the Council (& subsidiaries) to ensure they are fit-for-purpose. This includes leading on implementing system upgrades or new modules, and the required system testing from these, as well as seeking continuous improvement in the functionality of the system(s).

To lead on the System Admin module for both the Council and its subsidiaries, maintaining access levels in strict accordance with audit ensuring segregation of duties is maintained.

Maintain a comprehensive and up-to-date central library of key documentation, such as system procedure notes, covering the systems flows, updates and associated data and process flows.

Ensure the system(s) comply with all statutory and legal requirements, such as VAT & CIS submissions

Delivering finance and system training (skills and knowledge) including provision of an understanding of to how the finance system(s) work, how they integrate to the feeder systems, how to find information and how to write reports from the system(s).

Provide technical support for assisting services, including finance, in developing the system(s) to meet and improve user requirements, such as with when implementing new projects, improving feeder interfacing and reporting.

Implement and maintain tightly controlled period end process, working with the key stakeholders to ensure the close is performed within the agreed timelines.

Maintain the nominal ledger chart of accounts and the standardised reporting of cost centres and hierarchies. Work with the management accounts team to provide accurate information to deliver budget monitoring within the reporting deadlines.

Continuously work to improve the report functions within the system(s) and user interfacing/experience, such as automated reporting for budget monitoring and PO/GRN/Invoicing monitoring.

Produce standard reports for publication from the system(s) as required. Such as the Quarterly Report of Over 30 Day Invoices, Payment card spend over £250, that are published on the Council’s website.

Ensure all interfaces between the core finance system and feeder systems are maintained and that the impact of any changes are communicated to manager. Liaise with leads on interfacing systems to

Regularly reconcile and report on the balance sheet areas within control and suspense accounts for feeder systems (e.g. payroll).

Develop and maintain good relationships with the system providers and other external organisations (such as HMRC and suppliers) to understand potential impacts of new functionality and best practice.

To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

* Progressive experience in financial systems (General ledger, accounts payable, cash management, treasury, accounts receivable etc)
* Strong computer skills, including the use of accounting and management systems, Microsoft Office (emphasis on Excel)
* Experience troubleshooting and resolving both user and system related issues

**Desirable**

* Project management experience

1. **Qualifications & Skills**

**Essential**

* Educated to 'A' level (or equivalent)

**Desirable**

* Financial qualification, such as AAT, and/or financial experience.

1. **Personal Qualities and Attributes**

* Self-motivation and the ability to prioritise workload to achieve challenging deadlines
* Probity and integrity
* Fairness and consistency
* Ability to challenge self and colleagues constructively and sensitively
* Ability to contribute to and work as a member of a team
* Able to work on your own initiative
* Clarity of thought and the ability to process complex information and process flows
* Good communication skills, written and non-written formats
* Analytical thinking and problem solving skills
* Excellent interpersonal skills with a focus on customer service
* Openness, honesty and integrity and the ability to work with discretion
* Flexibility and enthusiasm
* Personal drive and delivery focused whilst maintaining high quality and continuous improvement
* Personal resilience

1. **Behaviours**
   * Effective and open communication.
   * Work together.
   * Taking Personal Responsibility.
   * Putting Great Yarmouth first.
   * Respecting others.
   * People Focused
   * Embracing change.