 

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB TITLE**  **GRADE** | **Assistant Systems Accountant** |
| **Band G** |
| **REPORTING TO**  **JD REF** | **Finance Manager/Senior Finance Manager/Senior Finance Business Partner** |
| **BUS0232G** |

# PURPOSE

The Assistant Systems Accountant is part of a team responsible for maintaining the finance/ERP system utilised across the organisation. The Assistant Systems Accountant will support the Senior Finance Manager in all systems related matters and related engagement with personnel across the organisation*.*

# MAIN DUTIES AND RESPONSIBILITIES

* Provide support in the maintenance and administration of the finance/ERP system, ensuring accurate and up-to-date data.
* Assist in troubleshooting system issues and user inquiries, escalating complex problems to the Systems Accountant or IT support.
* Assist in the creation and maintenance of financial reports, queries, and data extracts from the system.
* Support end-users in understanding system functionalities, providing training and guidance as required.
* Collaborate with the Systems Accountant in system testing, including creating test scripts and validating results.
* Assist in documenting system processes, procedures, and user guides to ensure proper knowledge transfer and system understanding.
* Contribute to system-related projects, such as system upgrades, implementations, and data migrations.
* Maintain system security and access controls, ensuring compliance with data protection policies.
* Keep abreast of system updates and enhancements, providing feedback and suggestions for improvement.
* Support the finance team with ad-hoc system-related tasks and analysis.
* Undertake any other duties as required by senior management.

# ESSENTIAL CRITERIA

## Qualifications:

* A recognised technical accountancy qualification/part qualification (e.g. AAT) or equivalent vocational experience.

## Knowledge & Skills:

* Good understanding of finance systems, preferably with experience using an ERP system.
* Strong analytical and problem-solving skills.
* Proficiency in data analysis and reporting tools.
* Attention to detail and ability to work with complex data sets.
* Effective communication and interpersonal skills.
* Strong organizational and time management abilities.
* Knowledge of financial regulations and accounting standards relevant to local government.
* Good technical accounting knowledge.
* *Desirable – knowledge of local government finance and budgetary processes*

## Experience:

* Experience in financial system administration and user support
* Experience of working in a finance/accountancy role.
* Experience of successfully working in a team environment.
* Experience of applying technical accounting knowledge as part of financial management practices.
* Experience of assisting with financial year-end/closedown processes.
* *Desirable*
* *Experience of liaising with external auditors*
* *Experience of using financial software packages.*
* *Educated to degree level.*

# ADDITIONAL INFORMATION

The job role may require travel between different local sites*.*

**Health & Safety Considerations**:

*:*

* Lone working
* Work with VDUs (Video Display Unit) (>5hrs per week)

**DATE OF APPROVAL:**

**November 2023**

**APPROVED BY: Dan Kirwan**

**(AD- Finance & Investment)**