

nightingale hammerson

JOB DESCRIPTION

Post Title:		Finance System Analyst	
Full/Part Time:	Full Time	Hours of Work:	37.5, Monday to Friday An initial 3 months fixed contract
Post holder Reports to:		Head of Finance	
Accountable to:		Director of Finance, Property and ICT	
Salary		£35,000 per annum	
Job Summary:			
<p>We have an exciting opportunity for a Finance System Analyst to join our small finance team, on a temporary basis for an initial 3 months period, to provide support with the transition from our old finance system (PS Financials) to a new accounting system (Aqilla).</p> <p>This is a project management role but essential that the position holder has experience in financial systems implementations, integrations with other systems and bolt-ons. Working with members of the Finance team, budget holders from across the organisation, the Head of IT, Head of Finance and the Director of Finance, you will support the implementation of Aqilla and any additional bespoke system. The role is as dynamic as it is varied with a wide range of stakeholders to engage with. As such, the successful candidate needs to be really flexible to switch between who they are working with on any given day and what tasks will be undertaken.</p> <p>We are looking for an immediate start. The role will include data cleansing, data mapping, testing of the new finance system Aqilla as well as providing additional accounting support for Year End. As such, candidates must have a blend of Accounting experience as well as strong systems experience, ideally with PS Financials and / or Aqilla.</p>			
Health and Safety:			
<p>All staff are expected to take responsibility for their own health and safety, in so far as they can themselves, and to exercise reasonable care and caution in the execution of their duties.</p>			
Nightingale Hammerson Values			
<p>We expect all staff to display and uphold our core values which are:</p> <ul style="list-style-type: none">• Compassion• Respect• Excellence• Dignity• Integrity• Teamwork <p>More information on our Mission and Values can be found on our website.</p>			

Main tasks:

- Support the Aqilla system implementation from a finance perspective
- Data extraction and cleansing from PS Financials
- Checking codes on PS Financials, testing and mapping to ensure fit for purpose on the new system
- Working with the Aquila Project Manager to ensure seamless transition
- Working with finance team members to streamline and re-align processes
- Reviewing processes from front end to back end, producing process maps and making recommendations and then managing the implementation of various efficiency programs through to User Acceptance Testing.
- Working with the Aqilla project manager to map and set up effective way of producing restricted fund accounts / fund accounts.
- Working with Aqilla project manager to ensure necessary reports required by the finance team are set up and works effectively.
- Full Process documentation
- Ensuring proper bolt on of the bank reconciliation process
- Ensuring effective uploads of data and checking accuracy of data uploaded
- Driving the automation of data capture, analysis and reporting; ensuring data integrity and internal controls are integral to the new system.
- Entering transactions onto Aqilla and legacy system during the parallel running phase.
- Running reports then manipulating large datasets on Excel
- Booking meetings with Project Team and required stakeholders
- Updating project plan working with the Aqilla Project Manager
- Booking training sessions for finance and non-finance staff, as required,
- Be willing to work with non-finance staff to explore how data from their systems can be interfaced onto the new finance systems.
- Provide support with the implementation of the expense system
- Provide adhoc support with year end and any other tasks, as and where needed

PERSON SPECIFICATION

Qualifications and requirements:

- Part qualified accountant or similar (AAT, CIMA, ACCA etc.)
- Experience with PS Financials, Aqilla and/or similar accounting software
- Must be adept in use of the MS Office Suite, particularly Excel to enable the manipulation of huge volumes of data and checking their accuracy.
- Understanding the journey of an implementation and expectations along the way
- Excellent communication skills
- A flexible and willing attitude who will be able to 'muck in'
- Well organised and methodical individual with good admin experience, who can check and organise financial information as well as respond to enquiries by email.
- Be flexible and able to deliver to deadlines
- A good understanding of the Charity SORP and accounting concepts, including their application.
- High level of organisational skills with exceptional attention to detail and a thorough and systematic approach to diagnosing and solving problems.
- Ability to use initiative and to suggest new ideas for service improvement
- Must be organised, flexible and be able to manage/prioritise own workload and work under pressure.
- Ability to work collaboratively and communicate effectively with colleagues across Nightingale Hammerson
- Be willing to work over and above standard hours when necessary and appropriate
- Be able to maintain confidentiality at all times
- Have empathy with the aims and objectives of Nightingale Hammerson