Finance Systems Analyst

**Department:** Directorate of Technology, Estates and Facilities

**Hours of work:** Full time (flexible options available)

**Contract type:** Open

**Salary:** Grade 5, £27,131 - £33,314 per year (reduced pro-rata for part-time working)
Main purpose of the role

The Finance Systems Team maintains the University’s financial systems, ensuring their smooth running by checking interfaces, data-flow and accuracy, analysing problems and providing solutions, liaising with internal and external suppliers when necessary. Its staff also work on new initiatives and projects to investigate new system functionality, by testing, upgrading and further developing those systems and their associated processes.

The role-holder provides support and training to users of the University’s finance systems and supports the Finance Systems Team Leader in identifying areas for improvement, gathering and documenting requirements, producing agreed functional and technical specifications and supporting the configuration and development of the University’s financial systems.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities
   ● Provide first and second line support to users of current systems (e.g. Unit 4 Business World/Agresso, Student Accounting Module of SITS (SAM), WPM Online Payments (and Online Store), Salary Forecast Database, Casual Payroll Forms), understanding the users’ needs and providing clear and accurate resolutions by using and refining agreed operating procedures.
   ● Accurately perform recurrent system administration tasks, identifying and rectifying common problems quickly and efficiently, referring to Finance Systems Manager and Finance Systems Integrator if appropriate and advising other line management of relevant issues.
   ● Assist with technical support and maintenance of interfaces between internal and external systems, analysing the use of those systems and identifying areas of improvement.
   ● Keep up-to-date with current technology and innovations with a view to enhancing and improving existing systems or introducing new systems. Maintain awareness of national HE agendas and developments.
   ● Very occasionally, the post holder may be required to work out of normal hours or at the weekend to implement new systems or upgrades to minimise disruption to the University community.

2. University of York Responsibilities for Grade 5

Service and Operational Delivery
   ● Undertake day to day decision making for operational aspects of service or delivery, within a designated area of responsibility.
   ● Deliver services to standards set by others, using initiative and independent action to meet service needs.
   ● Manage the resolution of escalated issues or queries where the answer requires consideration and application of judgement.
   ● Where appropriate, solicit customer views on the nature and quality of the service provided.
   ● Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
   ● Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.
Continuous Improvement

- Monitor and review service or operational delivery in conjunction with line manager, recommending / implementing improvements to process, service or governance.
- Contribute to and/or initiate the development and improvement of methods of service delivery.
- Research, analyse and interpret data/findings, using standard methodologies to identify opportunities for improvement. Where appropriate, independently identify and source additional information for consideration.
- Proactively identify opportunities for building new personal knowledge and skills for self and others.

Specialist Contribution

- Provide detailed advice to internal and external stakeholders on service-specific policies, procedures and regulations.
- Carry out investigations, searches and research information and data to identify trends and patterns.
- Analyse data and statistics and provide reports for higher level decision makers.
- Provide expertise to support compliance with legislation and statutory duties.

Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with colleagues across the University, to support service delivery and issue resolution.
- Contribute to business meetings, working groups and committees to enable efficient service delivery and manage stakeholder expectations.
- Engage with external peers and specialists to exchange knowledge and information.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
- Collaborate with team members to identify and implement service improvements or alterations.

Governance and Oversight

- Implement and monitor recognised procedures to ensure compliance.
- Provide training to team members on procedure e.g. data handling and recording.
- Ensure accuracy by implementing recognised and routine checks, assessment criteria and techniques.

Planning and Organisation

- Plan and organise own workload (and, where applicable, the workload of team members) to manage short term fluctuations and changing priorities.
- Contribute to longer term plans/programmes of work.
- Plan and organise small scale projects.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
Person specification

<table>
<thead>
<tr>
<th>Essential / Desirable</th>
<th>Role Specific</th>
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<tbody>
<tr>
<td><strong>Experience of working in a financial environment using, supporting and testing complex financial software</strong></td>
<td>Essential</td>
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<tr>
<td><strong>High levels of numeracy with a good understanding of basic accountancy and finance systems administration, configuration and support</strong></td>
<td>Essential</td>
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<tr>
<td><strong>Knowledge of software development methodologies and practices</strong></td>
<td>Essential</td>
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<td><strong>Ability to use complex IT applications to create facilities that support the work of accountants</strong></td>
<td>Essential</td>
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<tr>
<td><strong>Experience of using Unit 4 ERP (Agresso) software</strong></td>
<td>Desirable</td>
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<td><strong>Knowledge of higher education finance and record systems</strong></td>
<td>Desirable</td>
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<td><strong>Working within a Service Management framework</strong></td>
<td>Desirable</td>
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**University of York Person Specification for Grade 5**

**Qualifications:**

- Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Manage small-scale projects | Essential |
- Gather, analyse, interpret and report data/information | Essential |
- Use digital technologies including Google applications and/or Microsoft Office | Essential |
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools | Essential |

**Behaviours:**

- Works collaboratively with others | Essential |
- Delivers a quality service | Essential |
- Develops self and others | Essential |
- Actively champions respect, inclusivity, equality and diversity | Essential |
| Identifies and implements continuous improvement | Essential |