

Officer – Finance Systems

Department: Treasury & exchequer

Division: Finance Hub

Reports To: Specialist – Finance Systems

Job Ref: STE042

Grade: CS07

JE Date: 24/05/2019

Job purpose

Maintain the Government key finance systems, run system generated reports as required by end users and provide help, advice and training as required and resolve system issues as they occur.

Job specific outcomes

1. Maintain and run system reports and data structures including charts of accounts, customer and supplier accounts, and pensions data ensuring KPIs and SLA performance measures are met consistently in order to provide good customer service to system end users.
2. Identify and implement business process re-engineering solutions and system modifications to maximise functionality, improve efficiency and meet user needs.
3. Provide training for users of core financial systems, helping users to maximise the use of the current and new finance systems.
4. Provide first-line customer support to system users in finance and departments on an ad-hoc basis, document and analyse reports of system deficiencies, to resolve finance systems issues / failures as they occur at a level appropriate for their role so that they meet team SLAs and KPIs.
5. Conduct system testing in line with testing plans in order to test existing and new system functionality and controls.
6. Support and educate data owners to drive improvement in the integrity of master data and managing how data flows effectively between systems.
7. Write system user-guides and update these for changes to systems to enable users to self-serve where possible.
8. Manage system administration, including configuration, workflow/ approval processing, and user security access so that Government financial system contain the latest information.
9. Effectively manage and prioritise their own workload to ensure that deadlines and standards are met.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	GCE O level, GCSE A-C, or system specific accreditation (e.g. SAP, Oracle etc), or equivalent experience (e.g. IT, Business Accounting).	
Knowledge	Knowledge of: <ul style="list-style-type: none"> • The role of Finance in maintaining accurate data and systems as appropriate to the role. • Finance (ideally JD Edwards) and ERP systems - processes and procedures ideally within a public sector environment. 	Knowledge of: <ul style="list-style-type: none"> • Financial reporting requirements, including data visualisation and interpretation
Technical / Work-based Skills	<p>Analytical skills and the ability to be objective and apply sound judgement are key requirements of this role.</p> <p>Excellent technical IT skills, in particular Excel and accounting software.</p> <p>Numerical skills and the ability to work accurately with figures whilst under pressure.</p> <p>An eye for detail, the ability to problem solve, and to process work with accuracy.</p>	SQL skills.
General Skills/Attributes	<p>Customer service skills in order to resolve customer queries.</p> <p>Ability to work at pace and retain a resilience in the face of pressurised</p>	

	situations and prioritise and manage their workload.	
Experience	<p>Experience of working within a financial systems role.</p> <p>Experience of financial system management procedures and requirements.</p>	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 6 core accountabilities attributes and behaviour indicators.