

# JOB DESCRIPTION

<b>Job Title</b>	<b>Systems Accountant/Finance Systems Analyst (FTC)</b>		
<b>Reports to</b>	<b>Associate Director Financial Control</b>		
<b>Department</b>	<b>Finance</b>		
<b>Job Family</b>	<b>Business Services</b>	<b>Level</b>	<b>4</b>

## About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

## About the Department

Within Operations, Finance plays a key role delivering change and supporting planning to achieve the School's strategy over the longer term. The team provides a full financial service to all areas of the School and in particular:

- Strategic planning and analysis support to the School's senior executives.
- A comprehensive management information and business partner service to the School's senior management including planning budgeting and forecasting.
- A customer-facing finance service to support the day to day running of the School including all transaction processing services – purchase invoicing, payroll and expenses; banking and treasury management; sales invoicing and credit control; research grant funding support; and the processing, reconciliation of, and reporting on, fundraising.
- Full corporate governance and compliance provision to the School and its subsidiary companies including managing and reporting on internal controls; financial accounting and reporting; insurance, tax, VAT and legal, HEFCE and Charity requirements; and management of external audit.
- Purchasing and procurement support to the School's budget holders to deliver Value for Money

## Job Purpose

The primary purpose of this role is to spearhead the seamless migration of our financial systems, ensuring the accurate transfer of data, establishment of user access rights in the new system, optimisation of workflow processes, and seamless integration of various modules. This role requires a meticulous individual with a strong background in systems accounting, capable of managing complex data migrations and implementing robust system procedures.

### Key Accountabilities

#### Data Migrations:

- Lead and execute the end-to-end process of migrating financial data from existing systems to the new platform.
- Validate and ensure the accuracy of data transferred, resolving any discrepancies promptly.

#### User Access Rights:

- Set up and manage user access rights in the new financial system, ensuring appropriate levels of access for different roles within the organisation.
- Collaborate with IT and security teams to implement and maintain robust user authentication protocols.

#### Workflow Optimisation:

- Analyse existing financial workflows and identify opportunities for improvement in efficiency and accuracy.
- Design and implement optimised workflows within the new system, collaborating with relevant stakeholders to ensure seamless integration into daily operations.

#### System Integrations:

- Evaluate and establish integrations between the new financial system and other relevant platforms within the organisation.
- Work closely with Technology Team and software providers to implement and test integrations, resolving any issues to ensure smooth data flow.

#### Systems Accounting:

- Perform systems accounting duties, including reconciliations, financial reporting, and analysis within the new system (TechnologyOne).
- Provide support to the finance team in adapting to the new system, addressing queries, and conducting training sessions as necessary.
- Providing systems administration, which covers maintenance of users and authorisations, cost centres and hierarchies, and other standing data for our current finance system (SunAccounts).
- Maintain our expense and purchasing order systems to ensure users are set up and inputs and changes are done accurately and on a timely basis.
- Administration of the School's banking & credit card system (approving, sending out of applications, contact for all queries)

#### Documentation:

- Create comprehensive documentation for all system-related processes, workflows, and configurations.
- Ensure that documentation is up-to-date and easily accessible for reference by team members.

#### Collaboration:

- Collaborate effectively with cross-functional teams, including IT, finance, and other relevant departments.
- Communicate progress, challenges, and solutions to stakeholders in a clear and concise manner.

#### Other:

- Supporting the Finance System Analyst and Technology Team with the maintenance of finance systems and projects relating to the finance systems
- Assist with reporting and other financial systems queries.
- Any other duties as assigned by line manager

## Key Areas of accountability and Key Performance Indicators (KPIs)

### Key areas of accountability:

#### **Strategy and Planning**

- Contribute to the development of strategy for the area, ensuring that plans are aligned to wider departmental strategy and overall School goals.
- Contribute to the development of broader operational plans, manage operational plans in own area and enable successful implementation by prioritising and aligning planned activities.
- Contribute to the development of Key Performance Indicators to support the assessment of the quality and efficiency of service delivery.

#### **Partnering and Service Delivery**

- Use specialist knowledge and information to diagnose and resolve technical issues within agreed parameters, escalating the most complex where appropriate.
- Manage the delivery of activities within a specialist area, in line with relevant policies and procedures, to ensure performance meets set targets/key performance indicators to support the School in the delivery of a first-class service.

#### **Analysis and Reporting**

- Extract data from multiple sources, check its integrity and produce reports for use by management.
- Liaise across the team to prepare complex reports to inform review, planning and decision-making.

#### **Compliance**

- Provide advice to colleagues and stakeholders on the interpretation of policies and procedures for an area of specialism, and support monitoring, to ensure compliance across the School.

#### **Collaboration**

- Develop and enhance relationships with stakeholders across the School to facilitate improved communication, support implementation of change programmes, and to monitor the level of satisfaction with service delivery.
- Represent the team to colleagues, stakeholders and cross-School groups, enabling cross-department working, spotting and initiating opportunities to collaborate for best business solutions.

#### **Process Improvement**

- Research best practice in own area of expertise, and review and analyse detailed business models to support senior management in developing and improving policies, processes and systems relevant to a specialist area.

#### **Change Management**

- Champion change by role modelling the behaviour expected from all colleagues, and consider the impact of change on all processes, systems and people to ensure appropriate steps are taken for successful implementation.

- Consult with and advise the business on change programmes and initiatives, influencing stakeholders so they become advocates for the change and support its successful implementation.

**KPIs:**

- Delivery of high-quality service in area of specialism.
- Successful migration of financial data to new finance system
- Development of solutions and improvements to complex issues within own area of specialism.
- Contribution to cross-School compliance with regulations and legislation.
- Strong cross-team working relationships with key stakeholders.
- Positive feedback from suppliers, colleagues and stakeholders.

<b>Knowledge/Qualifications/Skills/Experience required</b>	
<ul style="list-style-type: none"> <li>• Demonstrable understanding of finance operations and experience in finance data management and reporting. An accounting qualification will be supportive in your success within this role (ACA/CA/ACCA/CIMA)</li> <li>• Excellent communication skills with the ability to engage a variety of audiences.</li> <li>• Proven experience in successfully managing system migrations and implementations.</li> <li>• Experience of working in a customer facing environment and providing good customer service</li> <li>• Experience with, and knowledge of, a number of software packages including Microsoft Office and TechnologyOne (desirable)</li> <li>• Ability to prioritise and focus on material issues.</li> </ul>	
<b>Staff</b>	<b>N/A</b>
<b>Budgets</b>	<b>N/A</b>
<b>Date Updated</b>	<b>January 2024</b>