



JOB DESCRIPTION

Job Title	Financial Systems Analyst
Reporting To	Head of Financial Services
Office/Site Based	Office 100%; Site 0%

1. Job Purpose

To contribute to, optimise and maintain operational financial systems.

2. Key result areas

1. Ensure integrity of financial systems to ensure all data is accurately maintained and that system is functioning optimally.
2. Train new users of financial systems (including ACCPAC), when required, in order for all necessary team members to be competent in use of implemented systems.
3. Assist in the maintenance of ACCPAC (administration, security and report writing) in order to create/modify ACCPAC reports and retrieve spreadsheets.
4. Perform routine system checks to ensure compliance which may entail running check spreadsheets, printing of pre and post reports, in addition to maintaining company wide financial system security spreadsheets,
5. Consolidate/lock/unlock financial systems.
6. Assist in departmental projects (e.g. system conversions)
7. Assist in the implementation of new software.
8. Contribute to new procedures to improve timeliness and accuracy of data and information flow to all areas of the organization.

3. Job context

With the company expanding rapidly, and the annual turnover exceeding expectation, the finance department must accommodate and support NSCC from all financial angles. The financial department leads the company in terms of accounting (both project and general) and financial services. The position is part of an increasingly efficient task force that is supported by skilfully placed financial systems. The role of the Financial Systems Analyst is to contribute to the excellence of financial operating systems, ensuring all team members are up-to-date, whilst displaying a sound knowledge of theories and accounting principles.

4. Communications & Working Relationships

Active and continuous dialogue is necessary between the jobholder and the finance teams in order for efficient synchronization of systems training and implementation. The jobholder ensures the organisation of data within financial systems utilised by NSCC. The jobholder maintains close contact with external parties concerning system support and displays the ability to train others where necessary and maintain excellence in all systems.

5. Framework, Boundaries, Decision Making Authority & Responsibility

Responsible for optimisation, interpretation and communication of financial systems in order to support the Finance team in. The position spreads across the financial aspects of all departments where appropriate systems are utilised. Concerning the Finance Director, the jobholder is responsible to undertake instructions and provide constructive feedback concerning the scope of the jobholder's post.

6. Knowledge, Skills & Experience

Degree in accounting or systems. Sound financial understanding. Good knowledge of accounting principles. 1-2 years ACCPAC experience. Excellent proven analytical skills. Experience in report and document compiling. Excellent English language skills, both verbal and written. Good understanding of financial activities within an engineering company. Excellent planning skills. Proficiency in Microsoft Office utilities and job-relevant software.

7. Competencies

Excellent communication within a multi-cultural environment, Analytical thinker, Flexible (concerning working hours particularly), Effective problem solver, Respectful team player, Diplomacy, Ability to communicate with non-finance persons, Self-motivated.