



Job description

Job title: Finance Systems and Projects Officer
Job location: Haywards Heath, UK
Reports to: Finance Systems and Projects Manager
Responsible for: N/A
Department: Finance and Performance (Finance)

Job purpose

As part of a team of 3 day to day and project activities within an integrated function covering:

Finance Systems:

Day to day maintenance, development and support requirements for Sightsavers accounting, procurement, expenses and other financial systems. As part of an ongoing process improvement programme contribute technically to systems and process improvement projects, and work with other team members to ensure training, support and reporting mechanisms are efficient in meeting end user needs, while maintaining the control environment in accordance with the Financial Framework

Finance Projects:

Undertake core work as part of key process improvement initiatives. Contribute to provision of support to business customers in the UK and overseas in embedding new operational and financial systems and processes, including developing communications and training plans.

Principal accountabilities:

Projects:

1. Participate in the implementation of new financial processes and initiatives. Produce project planning documentation, undertake necessary research, benchmarking, analysis, scoping and progress monitoring.
2. Assist in providing support to business customers in the UK and overseas in embedding new operational and financial processes and developing training plans and eLearning materials.
3. Provide finance input, as required, to initiatives and activities in other functions, in particular the fundraising, planning and programmes functions.
4. Participate in on-going review of financial systems, processes and information flows to help identify opportunities for efficiency improvements and control enhancement;
5. Assist in maintaining process documentation and ensure this integrates with Sightsavers Financial Framework.

Systems:

6. Undertake finance systems maintenance and administration procedures including code and user set up, exchange rate update, period end processes and system interface monitoring.
7. Participate in the development and implementation of new finance systems and the improvement of existing systems.
8. Provide user training and information delivery, to ensure systems users have access to the tools and materials they need to undertake systems processes appropriate for their roles.
9. Update system process how to guides, prepare ad-hoc reports and maintain systems documentation on the intranet.
10. General liaising with internal audit, finance, ICT and where appropriate external auditors to help ensure provision and operation of robust systems environment.

Knowledge (education & related experience):

- Experience in an operational or finance role with a significant systems component.
- Practical or user experience of business or finance systems, ideally including eProcurement and financial reporting systems.
- Exposure to project, systems or process implementation or improvement work, in an operational or finance environment.
- General knowledge of accounting principles and able to demonstrate relevant practical experience. Studying for an accountancy qualification would be beneficial, but is not essential.
- Experience of operational interfaces between software systems.
- Experience of working in a complex international organisation.
- Understanding of the International Charity Sector and regulatory environment

Skills (Special Training or Competence):

- Good level of IT skills, ideally gained in a finance systems environment.
- Aptitude for and interest in investigating and understanding business processes and system designs, potentially with a high degree of complexity.
- Well organised, with an appreciation of meeting project commitments.
- Willingness to develop in depth finance systems skills and knowledge.
- Logical approach to problem solving and process redesign.
- Structured and open approach to working.
- Ability to take the lead on certain levels of projects.
- Attention to detail and strong natural bias to ensure integrity of data within systems.
- Ability to work collaboratively and flexibly within a team, and at different levels, and to support wider members of staff in the organisation through issue resolution and training and support.

Core Behaviours:

- Communicating & influencing
- Team working
- Planning & organising
- Change & improvement
- Decision making
- Delivery and implementation

Key relationships**Internal**

- Finance Systems and Projects Manager
- Head of Finance
- UK Finance Team, generally
- Planning, Performance and Reporting Team
- All users in the global organisation of finance systems, generally
- Central IT, support and services teams and staff
- Global finance staff, including country finance managers

External

- Software suppliers
- Support organisations

Date as of: February 2019