SENIOR FINANCIAL SYSTEMS ANALYST
JOB DESCRIPTION

DEPARTMENT: Finance
STATUS: Exempt

SUMMARY

The primary focus of this role is to develop and support the reporting solution using a Microsoft toolset including SSRS/Report builder, SSAS with MDX & SQL, and Business Objects. In addition, we need to provide support to the Finance Department users, not only in locally, but also globally. At times, this will mean working unsociable hours. The Finance Department uses a number of report writing systems including Reporting Services, Excel, and Elite Document Studio.

JOB DESCRIPTION

- Responsible for the support and maintenance of the Reporting Solution, as well as Elite and ARCS systems (from a user support perspective), in liaison with Technology and Elite/Minisoft Support.

- Regular client reporting and ad-hoc reporting. Building Reporting Services reports using MDX/SQL and maintenance of the online reporting security model.

- Maintenance of the Elite 'front-end' system, i.e. user level. In addition, the incumbent will need to have the appropriate Elite 'back end' skills that are required to investigate and chase down problems as they occur. This will involve producing client and custom reports (using SQL and Excel) as well as creating custom tables/data-marts.

- Develop and troubleshoot scripts for ETL processes and mass data imports.

- Assisting in the development of Elite and ARCS, including testing new processes and preparing documentation.

- Data integrity, including trouble-shooting, daily balancing, month-end, and year-end procedures.

- Provide month-end support to the global Finance Department and perform month-end closing on a rotating schedule.

- Communication with Finance Department, fee-earners, partners, and senior management globally.

- Create ad hoc reports from various sources utilizing MDX, Excel, and SQL.

- As part of this role, there is the possibility that the incumbent may be required to work at any of the firm's offices.

- The incumbent may take on mini projects from time to time. This will involve attending project meetings and working with other departments in Finance and Information Technology as required in relation to the projects concerned, keeping the Processes and Systems Controller regularly informed of progress and developments.

- Attend training from time to time, in terms of both technical training and personal development. This may be product-related, e.g. billback, or cultural/soft skills training.

- Where it is appropriate, propose solutions (or improvements) for future and current report requirements using any of the existing software tools, and, where necessary, involving technology for complex programming requirements.

- All members of the firm are encouraged to participate in our Global Citizenship program.

- Other duties as assigned.

QUALIFICATIONS

REQUIRED SKILLS

Must have excellent verbal and written communication skills and be able to deal with all levels of business services employees and attorneys. Must be a team player, be able to prioritize, and meet deadlines in a fast-paced, changing environment.

EDUCATION, CERTIFICATIONS AND/OR EXPERIENCE

- Bachelor's degree preferred.

- Experience with SSRS preferred.

- Experience with SSAS/MDX preferred.

- Experience with Microsoft Excel, SQL, report writers, data-mining, and reporting tools.

- A basic understanding of financial data.

PHYSICAL DEMANDS

Must be able to lift at least 20 pounds.

HOURS

Core hours for this position are Monday through Friday, 8:00 a.m. to 5:00 p.m., including one hour for lunch. Must be flexible to work additional hours. **Vacations in December, January, or during month-end process allowed only if all duties are completed or covered.**

This job description sets forth the authorities and responsibilities of this position and may be changed from time to time as shall be determined.

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