

JOB DESCRIPTION

JOB TITLE: Financial Systems Analyst

SALARY: £32,803

RESPONSIBLE TO: Finance and Performance Reporting Manager

CONTACTS: All staff of the Society, Board members, external auditors, residents and suppliers.

General Description:

This role will be responsible for the ongoing development of financial systems, including financial reporting to support business requirements.

This will include the planning, user acceptance testing and acceptance of system upgrades in respect of financial systems. In addition, undertake system administrator duties, query resolution and user training, together with the application of rent and service charge increases to the housing system and the provision of relevant data for budget and business plan preparation.

The role will include the monitoring of key system controls and the provision/validation of data, analysis and reports to support the business in respect of:

- Financial results
- Internal trading accounts
- Income
- Arrears
- Bad debt provisions and write offs
- Target rents
- Service charges

Specific Duties and Responsibilities:

Undertake ongoing reviews of financial systems and consider the use of new functionality to aid the Finance & Procurement function. Continually review processes and procedures with a view to automate these as appropriate in order to increase efficiency and reliability of data. Work with other members of the finance team to integrate and streamline processes where possible.

Oversee the integrity of all reporting covering the key control areas and develop reports as required from reporting systems.

Undertake systems reviews and housekeeping to improve the management and clarity of financial reporting.

Perform systems administrator duties for the finance systems and implement system upgrades as required, including the management of User Acceptance testing.

Undertake systems reviews and housekeeping to improve the management and clarity of customer accounts and the associated charges and income received. Support the annual rent and service charge increase process and assist with the business planning and annual budget process in respect of income.

Provide training and support to other staff on the use of financial and housing systems including the extract of information. Provide ad hoc reports and data extracts as requested.

Ensure that any issues affecting the integrity of financial information is notified appropriately

Undertake year end tasks allocated, ensuring high quality output to meet audit requirements.

Systems of Internal Controls

Ensure that the system of internal controls is adhered to at all times, carry out regular reviews and advise appropriately any issues identified. Maintain up to date written procedures.

General

Provide financial information, training, support and advice to managers and teams on a regular and timely basis. Respond to enquiries from customers promptly and efficiently.

Other Duties:

Able and willing to work to the Merlin Way, vision, values and behaviours

To comply with Terms and Conditions of Service

To comply with Financial Regulations & Standing Orders

To ensure that the principle of confidentiality and the requirements of the Data Protection Act is fully applied to the work of the Society.

To actively promote the Society's Equality and Diversity Policy in all aspects of your duties relating to staff, residents, contractors/consultants and external agencies.

Ensure that the Society and its staff comply with legal and regulatory obligations and wherever appropriate, follow relevant best practice guidelines

To actively involve residents and others in aspects of your duties, as appropriate.

To undertake such other tasks as may be reasonably requested by the post holder's manager

General Notes:

This is a description of the job as it is constituted at the date shown. It is the practice of Merlin Housing Society to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances, it will be the aim of the society to reach agreement on reasonable changes, but if agreement is not possible, the Society reserves the right to make changes to your job description following consultation.

Apart from any specific activities mentioned above which have an impact on the health and safety of either yourself, your colleagues, tenants or other members of the general public, you are responsible for following the guidelines laid down in the Society's Policy on Health and Safety at Work.

PERSON SPECIFICATION

Job Title:	Financial Systems Analyst	Directorate:	Finance & Resources
Salary:	£32,803	Date Prepared:	August 2013

Area	Essential	Desirable
Educational Qualifications:	Educated to degree level or equivalent	
Work Experience:	<p>Experience of a customer related accounting system and payment processes</p> <p>Experience of working in a financial environment</p> <p>Demonstrable evidence of developing reports and providing data for various audiences</p> <p>Experience of change management and working with business users</p> <p>Systems development experience</p>	Knowledge of Housing Associations
Skills/Knowledge/Aptitude:	<p>Ability to evaluate and improve system processes</p> <p>Ability to evaluate financial data to ensure accuracy of reporting</p> <p>Ability to communicate clearly both orally and in writing</p> <p>Ability to understand business processes and how they can be supported by financial systems</p>	Project management experience
Motivation:	Self motivated, and a self-starter but able to work as part of a team	
Other:	<p>Ability to plan work and manage activities and work to deadlines</p> <p>Diplomatic and assertive; decisive and analytical</p> <p>Ability to contribute effectively to systems development</p> <p>An interest in housing and empathy with the aims of the Society</p>	