Job Description 039

1. Job Details

Job title: Financial Systems Support and Development Officer (Payroll)
School/Support Department: Finance Department
Line manager: Payroll Technical Support Manager

2. Job Purpose

To assist in the development and maintenance of finance, payroll and pension functionality within the Human Resources Management System; to ensure accurate calculations and payments to employees and pensioners and ensure compliance with legislation and the University’s terms and conditions; to develop management Information; to assist in maintaining and developing other financial systems

3. Main Responsibilities

1. Develop the University’s corporate integrated HRMS system from a Finance perspective, with very close liaison with the Payroll and Pension sections and Human Resources department. To produce specifications for management information reports and extracts (15%)

2. To liaise with users, internal and external groups over the utilisation of the system. To anticipate and manage changes to the system to reflect employment legislation, Treasury updates and new functionality. To participate in regular progress and service reviews with colleagues and external customers. (10%)

3. To manage and prioritise own work to ensure meet project milestones and deadlines, and ensuring development and maintenance work; to help plan projects and manage resources (10%)

4. Maintain the University’s corporate integrated HRMS system from a Finance perspective, with very close liaison with the Payroll and Pension sections and the Human Resources department. To provide ad hoc support in resolving problems when they occur and if unable to resolve on own initiative decide best escalation procedure after usually either to MIS or our software supplier (Oracle). To plan and support testing bug fixes and software upgrades. (30%)

5. To support time critical month and year end processes e.g. checking, editing and transferring monthly costing extracts to the ledger system and sending electronic files to HM Revenue & Customs. Also to order special stationery as required e.g. Pay Advices, P60’s (10%)

6. To develop other corporate finance systems such as eFinancials. To produce specifications for management information reports and extracts as well as to develop ad-hoc ones (10%)

7. To maintain other core corporate finance systems e.g. eProcurement. To provide ad hoc support in resolving problems when they occur and if unable to resolve on own initiative decide best escalation procedure (15%)

4. Planning and Organising

• Responsible for day-to-day project management
• Input into the planning process for more complex projects
• Contribute to the development of the Financial Systems Strategy and to annual planning
• To work independently to ensure that work is managed to achieve project milestones and an efficient customer service is provided and develop testing plans and co-ordinate resolution of testing issues

5. Problem Solving

• How to use new technology to its best advantage
• Understand complex business processes in order to assist in project implementation
• To highlight areas of concern, identify solutions and ensure projects run to time, to specification
• Ensure training/developments conform to legislation, accounting standards and audit guidelines.
• Understand complex business processes and assist with project implementation.
• Advise users on system use and operation and to provide advice to help desk staff in trying to resolve user queries

6. Decision Making
• Work autonomously on problems and issues, and develop specifications
• Assist in determining what approach to use to solve problems, what methods to employ to successfully complete a project or deliver training, and what resources should be allocated to work
• Use initiative to respond effectively to changing priorities and manage own work within competing and conflicting priorities without supervision. Using new technology to its best advantage whilst understanding complex business processes and deputise for Payroll Technical Support Manager

7. Key Contacts
• Liaise with key stakeholders to develop specifications, understand business requirements for system design and help resolve problems
• Liaise with internal and external auditors on system control issues
• Liaise with as appropriate on technical hardware/software issues
• Direct contact with the development and support staff of external software suppliers
• Communicate with staff at other universities and related organisations

8. Knowledge, Skills and Experience Needed for the Job
• Educated to degree level, preferably with a relevant degree in IT or Finance and part-qualified accountant or minimum 3 years relevant work experience in a complex organisation
• Must be highly proficient in operating a wide range of systems including; eFinancials, eProcurement, WebFirst, eExpenses, eInternal Transfers, online payments via ERA, Document Management, Corporate HOBS, BACS, Authorisations Database, e-Remittances, Sciquest,
• Require excellent IT skills preferably with sound knowledge of Oracle, HTML, SQL, Windows, Excel, Word, Access, PowerPoint, Business Objects, Dreamweaver, Frontpage, and all web browsers, knowledge of database tables
• Intermediate Project Management skills
• Ability to communicate effectively and to work as a team leader promoting good working relationships and work effectively within the team, colleagues, services etc
• Commitment to continuing personal/professional development

9. Dimensions
• The University operates three payrolls, 10,000 employees and pensioners paid each month
• Maintain 300 pay elements
• About 3000 finance systems users
• Over 15 corporate finance applications requiring training, support and development.
• Manage 12 major interfaces to other corporate applications
• Significant systems volumes increasing complexity and diversity of work e.g. 2M ledger transactions, 70,000 purchase orders, 200,000 invoices paid, 40,000 sales invoices per year, £200M staff payments, £400M Turnover

10. Job Context and any other relevant information
• Operating in a wide ranging changing technological field where time critical decisions are often required. Along with accounting, an extensive and up-to-date knowledge of Information Technology is required, and the ability to relate these to the University’s needs. The job must also be performed within the legislative framework, audit guidelines and accounting standards.