

ROLE PROFILE

Job Title: Interim Systems Accountant	Role Reports to: Business Change & Transformation Director	Business Function: Business Change	Grade: D
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<p>Job Purpose:</p> <p>Support the with the delivery of Finance Transformation projects for Your Housing Group (YHG), by aiding the delivery of defined projects, to create efficiency and improvement through process re-engineering and systems development within Finance, and to support a fit for purpose Finance Capability for YHG.</p>	<p>Key Competencies:</p> <ul style="list-style-type: none"> • Flexibility & Resilience • Meeting Customer Needs • Interpersonal Understanding • Impact & Influence • Personal Learning & Growth • Building Relationships • Gathering / Seeking Information • Future Focus • Innovation • Problem Solving & Decision making
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Key Responsibilities:

1. Assist in reviewing current finance systems landscape and create data workflows to ensure processes are efficient, meet operational needs, whilst maintaining robust internal controls.
2. Enable the Finance Systems team to review the interfaces between Finance systems with other operational systems around the Group, making recommendations to enhance the stream of information through these systems.
3. Provide support, and in some cases lead, on projects including re-design of Chart of Accounts structure, which delivers both statutory and management accounts.
4. Collaborate with the Finance Systems team, ICT department and external suppliers on development opportunities and addressing issues of the Finance systems.
5. Designing, with the aid of Finance Systems team, and implementing internal system controls (preventative and detective) to provide quality assurance over financial data.
6. Enhance the ability to extract information from the Finance systems, using various reporting tools and ensuring data output is fit for purpose and meets customer requirements.
7. Ensure a continuous approach to transformation, change and improvement of systems and policies.
8. Assist in business case development and options appraisal analysis of future projects within the Transformation Programme.
9. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Excellent working knowledge of finance processes including both, transactions and month end reporting • Strong knowledge of Financial Reporting and computerised ledgers • Knowledge of Finance Chart of Accounts creation and development • Good Knowledge of latest Accounting Standards • Understanding of Project Management techniques • Excellent IT awareness, knowledge of IT and solutions best practice 	<ul style="list-style-type: none"> • Knowledge of Open Accounts, eFinance, Documotive and other core applications • Knowledge of Orchard Housing system
Skills	<ul style="list-style-type: none"> • Advanced excel skills, with strong reporting skills and the ability to manipulate large data sets • Ability to articulate and present complex information to both financial and non-financial stakeholders • Highly motivated and a self-starter • Highly developed verbal and written communication skills. • Accuracy and keen eye of detail • Highly numerate, with strong problem-solving skills 	<ul style="list-style-type: none"> • Understanding of VBA/SQL • Change/Project Management skills

	Essential	Desirable
Experience	<ul style="list-style-type: none">• Extensive experience working as a Systems Accountant and implementing change• Identification and planning of system development opportunities.• Experience in aiding Transformation projects as well as process improvement• Stakeholder management	<ul style="list-style-type: none">• Experience of working in the finance department of a plc or PE backed business
Qualifications/Education	<ul style="list-style-type: none">• Fully qualified member of a recognised accounting body (i.e. ACA (Association of Chartered Accountants), ACCA (Association of Chartered Certified Accountants), CIMA (Chartered Institute of Management Accountants), CIPFA (Chartered Institute of Public Finance and Accountancy)	<ul style="list-style-type: none">• Degree level qualification• Prince2• Process mapping
People Management Responsibility?	No line management responsibility.	
Budgetary Responsibility?	No budgetary responsibility	
Key Relationships (internal/external)	Finance Transformation Programme Lead, Finance Systems team, Core Finance Team, ICT teams, and external advisors.	
Safeguarding of Children Young people and Vulnerable Adults		
Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.		

Date Role Profile Created/Updated:	January 2020
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