

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Finance Business Systems Accountant	Accountable to: Head of Finance Business Systems
Contract Length:	Hours per week/FTE: 35
Salary: £38,010-£44,421	Grade: 5
College/Service: Finance	Location: Kings Cross

University of Arts London is a vibrant world centre for innovation, drawing together six colleges with international reputations in art, design, fashion, communication and performing arts.

The Finance Business Systems Team are responsible for the integrity and support of the Finance Management Information System, Unit 4 Business World (ABW); the Accommodation MIS; UAL Short Course Learner Management System; Administrative; as well as other systems.

Purpose of the Role:

The Finance Business Systems Accountant will provide second line support and training for the users of the Finance MIS (ABW) together with their related interfaces. The successful candidate will progress support calls with the supplier to resolution. You will work on new developments and enhancements to the ABW system, creating configuration documentation as well providing support and guidance on future system developments including training and training materials. You will test and document future upgrades and changes to functionality. As a member of Finance you will also support and contribute to the University Finance strategy and direction.

Duties and Responsibilities

Finance Business Systems

- Provide support and cover for the Head of Finance Business Systems as required.
- Provide 2nd line support to users of the Finance Business Systems, in particular ABW. Ensure all Finance helpdesk calls are recorded on Marval (Call logging system), investigated, escalation to the supplier (Unit 4) and/or UAL IT services providing all relevant information where appropriate. Ensure proposed system resolutions are fully tested before implementation and communicated back to the user in a timely fashion.
- As part of the Finance Business Systems team ensure all upgrades, service packs and developments are fully tested with satisfactory outcomes prior to upgrades to the Live environment. Results should be fully documented; failures progressed to resolution with the appropriate supplier. Co-ordinate the timings of the upgrade to ensure minimum disruption to the business, communicating with stakeholders where appropriate.
- Manage relationship with 3rd party suppliers and consultants to ensure effective business relationships. Ensuring the University is receiving value for money from consultants by managing their workload, direction and outputs.
- Working with IT Services to ensure security, availability, access and integrity of the hosting

platform and related interfaces with other UAL Business Systems.

- Work with Academic Registry business systems team to accurately and completely transfer student debt management to the SITS Student Records system, completing monthly reconciliations to ensure the two MIS's records and balances agree.
- Influence the development, implementation and provide support for the Finance Business Systems and all other technologies aimed at supporting and/or enhancing the University Finance strategic IT direction and service provision.

Data Quality and Reporting

- Support the integrity and business readiness of the FMIS, to include the organisation structure, security, workflow and reporting requirements ensuring all Finance Business Systems are fit for purpose.
- To ensure compliance of the General Data Protection Regulations 2018 specific to the finance system namely (Customer/Supplier/Employee) related data.
- Provide and support both the internal and external audits ensuring the system and any system developments receive a 'clean bill of health' and the auditors are provided with the appropriate access and information on a timely basis.
- Working with business users to develop and maintain reports using Agresso Browser, Excelerator and RERX as required.

Training and Continuous Improvement Service

- Monitor Finance Helpdesk calls to identify general system issues and training needs. Communicate to system users' updates, update user training guides, FAQs and support system users as required.
- To accurately document processes in manuals and use appropriate media to make these available to relevant staff, including regular review and updating of such guidance and manuals.
- Represent the University of the Arts London as requested at supplier user conferences and forums, feeding back relevant information to the team and participate in the UAL user group as required.
- Support the creation of digitalised training guides and provide class room style training and / or one to one surgeries to users of ABW on the functionality in ABW relevant to their role and as appropriate.

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role

- To undertake appropriate professional activity to form and take part in networks both within and outside the University.
- A commitment to the University of the Arts London's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of this post.
- A commitment to your own development and that of your staff through effective use of the University's appraisal scheme and staff development processes.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 -2022)

Key Working Relationships:

Associate Director of Finance
Finance Project Team/Finance Business Systems Team
Finance Department and users of the Unit 4 Business World FMIS
Project Managers
IT Services teams and helpdesk
Third Party Suppliers, contractors, Account Managers

Key Software Skills:

MS Office – Intermediate Excel, Word, Outlook, Powerpoint, MS Project, Visio
Unit 4 Business World Financials 6.0
Agresso Excelerator and Browser
Version One - Document Management Solutions
WPM On-Line Payment System
Kinetics Accommodation System

Specific Management Responsibilities

Budgets: N/A

Staff: N/A

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Finance Business Systems Accountant **Grade:** 5

Person Specification	
Specialist Knowledge/ Qualifications	<p>Professional Accounting Qualification (HD)</p> <p>Knowledge of supporting users of ABW on Milestone 6 or above.</p>
Relevant Experience	<p>Experience of working in a financial environment to understand financial business reporting requirements, operational accounting processes and controls.</p> <p>Recognised as an authority in ABW financial systems development and administration based on demonstrated expertise. This will include Agresso Core Financials, Logistics, Project Costing and Billing, and workflow across both Smart Client and Agresso Self Service.</p> <p>Experience of developing and maintaining ABW Workflows.</p> <p>Ability to apply knowledge and experience, sharing learning and experience with others.</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance</p>
Research, Teaching and Learning	<p>Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity</p>

	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience or customer service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last updated: Nov 2018