



## 1 Advertisement

**Post Title:** Finance Senior Data Analyst

**School/department:** Finance

**Hours:** Part time up to 21.9 (0.6 FTE)

Requests for flexible working options will be considered (subject to business need).

Core working hours are 8.30am to 5pm Monday to Friday

**Contract:** Permanent

**Reference:** 20933

**Salary:** starting at £32,982 to £37,099 per annum, pro rata if part time

**Placed on:** 31 July 2023

**Closing date:** 16 August 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed

**Expected start date:** To be confirmed

***This vacancy is only open to those currently employed by the University of Sussex and University of Brighton (including those employed through Reed, Chartwells, and SEF).***

The University wishes to recruit a Finance Systems Analyst with experience in Unit4 Business World to help support and maintain our financial systems and provide second line support to users.

The Systems Analyst will also work with core areas of the business (predominantly Finance) to identify and implement improvements to Unit4 Business World and IBM Planning Analytics applications, through both upgrade projects and tactical projects. They will be the key go between for understanding the business needs, working with the business to identify solutions and creating requirements for the systems team.

The successful applicant will have:

- A working knowledge of Unit4 Business World modules: Purchase to payment, Sales orders, Accounts receivable, Expenses, Project costing, Chart of accounts, General ledger and Planner
- Experience of providing 2<sup>nd</sup> line technical support across Unit4 modules
- Experience of system development involving design, build and testing within ERP and Planning applications
- Experience of working in a finance department in a large complex organisation

- Experience of business process engineering and change management
- Working knowledge of report writing in Unit4 Business World and IBM planning analytics (or similar planning application)
- A commitment to meeting users' needs
- Project experience

Please contact Keren Flack @ [k.l.flack@sussex.ac.uk](mailto:k.l.flack@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## 2. The School / Division

Please find further information regarding the school/division at [Finance Division : University of Sussex](#)

## 3. Job Description

**Job Description for the post of:** Finance Senior Data Analyst

<b>Department:</b>	Finance
<b>Location:</b>	Sussex House
<b>Grade:</b>	6
<b>Responsible to:</b>	Finance Systems Senior Manager
<b>Responsible for:</b>	No line management responsibilities

Key Responsibilities:

1. Proactively identify opportunities for change, process improvement and system enhancements to drive the efficiency and effectiveness of the Finance systems, its processes and associated activities.
2. Manage the change control process and documentation in relation to the system changes. Report proposed system changes to the change control board and action agreed changes.
3. Facilitate the Finance Systems upgrade programme through formal communication,

stakeholder and user engagement.

4. Create and maintain the configuration documents for all areas of the system. including “record to report”, “Projects”, “procure to pay”, “sales to cash” and “expenses”.
5. Undertake all aspects of system administration in Unit4 Business World and IBM Planning Analytics
6. Build reports and dashboards to meet business requirements
7. Maintain the folder structure for reporting including access, roles and other data control mechanisms
8. Perform quality control testing and review of reports and enquiries.
9. Liaise with key members of Finance and ITS to facilitate delivery of user requirements and resolution of technical queries.
10. Manage support requests ensuring that work is allocated properly and responses are provided in a timely manner
11. Deal with logged queries and support requests assigned to you from end users in respect of all financial systems

#### 4. Person Specification

##### Qualifications/Experience

	Essential	Desirable
Formal Accounting qualification (AAT/ PQ)		√
Formal Unit4 System Admin Training		√
Formal IBM System Admin Training		√
Experience of working in a large not for profit organisation		√
Experience of providing support to a large and diverse user population	√	
Experience of financial management in Higher Education sector		√
Experience of projects	√	

##### Knowledge/Skills

	Essential	Desirable
Good knowledge of Unit 4 Business World and IBM Planning Analytics (or similar budgeting/planning application)	√	
Good knowledge of workflow management tools and business process analysis	√	

Expert knowledge of Unit4 roles, responsibilities, data security, accounting rules, attributes, relations, trees,	√	
Skilled system administrator	√	
Strong ERP skill set, capable of independently providing business as usual technical and functional support of financial systems.	√	

Personal qualities

	Essential	Desirable
Communicates well: listening, speaking and in writing	√	
Builds strong working relationships with users and team members	√	
Thinks and plans methodically; is aware of implications and the overall picture	√	
Commitment to meeting user needs	√	
Demonstrates an interest in collaborative development, liaising with others	√	
Self-motivated, meets objectives under own initiative	√	
Has credibility and influence to contribute experience and knowledge to the wider system team	√	