



Job Title	Group Finance Systems Analyst						
Job Level	4B						
Location	Arete						
Business Unit	Central Services						
Function	Group Finance						
Leader	Group Financial Systems Leader						
People Leadership	N/A						
Role Purpose							
To support Group Finance Systems BAU processes, assisting the Group Financial Systems Leader with the development and implementation of system updates, change and reporting, with the ultimate objective of the provision of transparent financial information across the Group.							
Responsibilities							
• Maintain the IFS10 master data and create and implement control procedures. • Ensure completeness and integrity of the data in IFS by ensuring governance protocols followed and deviations are highlighted and challenged. • Support any changes requested to core master data by way of user acceptance testing and regression testing of financial transactions • Manage the requests for changes to IFS master data using agreed Governance Process. Ensure both Assyst tool and governance control procedures remain under continual review. • Ensure non IFS Company data is fully integrated into Reporting for monthly accounts and forecasts. Provide technical support and act as liaison between Group and Technical teams when issues arise. • Liaise with relevant business contacts to ensure the IFS10 Hierarchies reflect the business structure facilitating management reporting of these structures. Continually assess the hierarchies against business reporting requirements. • Ensure data transactions are correctly recorded following business defined protocols. This includes ensuring system integrities are recorded and resolved in a timeliness manner. • Support the delivery of all the businesses forecasting cycles deadlines are met and accuracy maintained for each and every submission. • Provide support to wider finance team with interrogation of systems issues and system queries through to resolution. • Provide support to the Group Finance Systems Leader with ad hoc analysis and project requirements across the group. • Support the Finance function by identifying areas for continuous improvement and reducing inefficiencies. • Finance user support and interrogation of system issues and resolution of queries.							
Key Performance Metrics:							
<table><tr><th>KPI</th><th>Description</th></tr><tr><td>1. Deliver to Deadlines</td><td> • Ensure that the Finance systems are ready and available in line with the Finance Calendar of the Group • Support the delivery of the financial calendar by providing quick response to system issues and error clearance </td></tr><tr><td>2. Change Management</td><td> • Deliver change into the business ensuring all stakeholders are engaged and informed • Ensure proper plans are created with stringent user acceptance testing to deliver change with minimal impact on business </td></tr></table>		KPI	Description	1. Deliver to Deadlines	• Ensure that the Finance systems are ready and available in line with the Finance Calendar of the Group • Support the delivery of the financial calendar by providing quick response to system issues and error clearance	2. Change Management	• Deliver change into the business ensuring all stakeholders are engaged and informed • Ensure proper plans are created with stringent user acceptance testing to deliver change with minimal impact on business
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3.	Governance	• Ensure all COA master data changes comply to authority matrix criteria • Maintain GFS tracker ensuring Request Initiators informed of current status of call
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Values



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products



Core Competencies:

Relating and Networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels
- Manages conflict
- Uses humour appropriately to enhance relationships with others

Planning and Organising

- Sets clearly defined objectives
 - Plans activities and projects well in advance and takes account of possible changing circumstances
 - Identifies and organises resources needed to accomplish tasks
 - Manages time effectively
- Monitors performance against deadlines and milestones

Deciding and Initiating Action

- Makes prompt, clear decisions which may involve tough choices or considered risks
 - Takes responsibility for actions, projects and people
 - Takes initiative and acts with confidence
- Initiates and generates activity

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Applying Expertise & Technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates an understanding of different organisational departments and functions

Analysing

- Analyses numerical data, verbal data and all other sources of information
- Breaks information into component parts, patterns and relationships
- Probes for further information or greater understanding of a problem
- Makes rational judgements from the available information and analysis
- Produces workable solutions to a range of problems
- Demonstrates an understanding of how one issue may be a part of a much larger system

Skills and Qualifications:

Essential:

- Part / Qualified accountant with excellent systems and analytical skills
- Technical working knowledge of IFS, Hyperion & Qlikview or similar ERP, Planning & Reporting tools
- Experience of stakeholder management and communication
- Ability to work with conflicting deadlines
- Comprehensive experience in systems analysis techniques
- Strong verbal and written communication skills

Desirable:

- Knowledge of business processes within drinks industry
- Working knowledge of other ERP systems and Business Intelligence Tools

Created by:

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Date:

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HRBP:

Clare Innes

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