# Job Profile Information: Systems Accountant

**This supplementary information for Systems Accountant is for guidance and must be used in conjunction with the Job Capsule for Finance Level 4, Zone 2, Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To support the Senior Systems Accountant in managing, maintaining and developing the corporate financial system(s), interfaces, reporting, act as a gatekeeper to any system purchases/changes that have an impact on any finance systems and all related processes to drive continuous improvement throughout the organisation.

To support the Senior Systems Accountant in taking a leading role in specifying the systems required to ensure accurate and dependable information, including both core financial systems and key feeder systems, and to work with services to ensure that relevant people in the organisation are aware of their responsibilities in relation to the accuracy of the information they submit to systems

# Example outcomes or objectives that this role will deliver:

*To support the Senior Systems Account to:*

Support the Head of Finance (Corporate) in taking a lead role in specifying the systems required to ensure accurate and dependable information, including core finance systems and key feeder systems

Work with services to ensure that relevant people in the organisation are aware of their responsibilities in relation to the accuracy of the information they submit into system that impact the finance systems

Developing, implementing and managing a process for Corporate Finance to know about and be part of the gate -keeping process to any system purchase/changes that have an impact on any finance systems within the authority

Ensure the finance system & set up is fit for purpose from a business perspective and develop a programme of improvements

Work with the business to understand system linkages into ERP/PBCS and develop a programme of improvements – through either identification of process changes required, system changes, interface changes

Understand the impact on finance systems and input from a finance perspective to any interface requirements/changes

Be the link between corporate finance requirements and SSI (IT) of all programmes of work where there are system implications on finance and ensure co-ordination of roles, priorities, work plans and timetables are matched

Subject Matter Expert on User Acceptance Testing, assist with writing scripts and setting up a tracking system. (Especially with the Fusion patch cycle).

Subject Matter Expert on finance system reporting, assist Corporate Finance staff with specifying and writing end user report s. Librarian for commonly used reports to avoid creation of unnecessary duplicates

Lead on (and understand) business process mapping and assessing the impact on it as a result of any changes Be responsible for ERP, PBCS, AP, Integration with HCM and Taleo

Lead the Business Systems Group

Act as the central co-ordinator for Corporate finance on system changes to understand and make business and process changes as a result of system changes.

Develop and provide regular training sessions for Corporate Finance on ERP

Advice to business on implications of code creations/changes/how best to achieve outcomes through the system

# People Management Responsibilities:

No direct line management responsibilities Build relationships and work with SSI

# Relationships;

The post holder will report to the Senior Systems Accountant. Other key relationships for the post holder will be:

* The Director and Executive Director of Finance in relation to their Section 151 responsibilities for the proper administration of the Council’s financial affairs and ensuring
* The Head of Finance (Corporate)
* The Heads of Finance in relation to their system requirements
* Working with the SSI team and creating a link to ICT

# Work Environment:

The post holder will be required to work in an agile way, in line with Camden’s flexible working environment.

# Technical Knowledge and Experience:

Part qualified CCAB qualified accountant with a strong financial background

Advance computer skills on financial systems and report writing within a local government context A good understanding of accounting requirements for local government

A good understanding of the systems and processes for producing financial information

# Camden Way Five Ways of Working

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transf orm the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>