**Job Profile Information: Application Analyst *(SSI Finance)***

**This supplementary information for the Application Analyst *(SSI Finance)* post is for guidance and must be used in conjunction with the Job Capsule for the job family Finance at Level 3 Zone 2, Camden Way Category: 3**

**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:**

The Applications Analyst will provide support and advice, investigating and ensuring Corporate Business Systems are reconciled. The post holder will provide system administration support for HR and Financial Systems, undertaking business analysis, maintaining and supporting Purchase card system and CIS system, and ensuring compliance across the Council and HMRC

**Example outcomes or objectives that this role will deliver:**

* Ensuring that Oracle Financials AP Payment inputs and outputs are in balance.
* Assisting with uploading transaction details into Oracle Financials
* Maintaining and Supporting the Dcal (purchase card system)
* Processing new card application forms/liaising with bank to request new purchasing cards.
* Authorisation and ensure compliance of CIS invoices and preparation of monthly returns
* To assist in providing a comprehensive consultancy and advisory service to our clients.
* To provide cover for scheduling and end to end processing for several Monthly Payrolls, including accessing third party systems to enable/obtain HMRC tax codes and payment of Monthly BACS payments.
* To ensure all payments are processed within the deadlines.
* To assist in providing expert advice to the authority with regard to Taxation, National Insurance and compliance with statutory requirements.
* To compile and reconcile Teachers Pensions reports and payments including outsourced schools to meet the statutory deadlines.
* To assist in compiling Summary of YTD council and out-sourced school's Teachers Pension Contribution data (using TP Reconciliation as source of data) ensuring that pension tier discrepancies are investigated and recorded.

**People Management Responsibilities:**

N/A

**Relationships:**

* Internal stakeholders will be typically users, service managers in business units, wider technical teams in ICT and communities
* External stakeholders will be direct and third party suppliers

**Work Environment:**

Office based – 5 Pancras Square with Agile working

**Technical Knowledge and Experience:**

• Extensive experience in Payroll Control and Reconciliation for a public sector/local authority

• Experience of working within financial procedures and controls.

• Experience of Oracle E Business Suite preferred or similar application SAP

• Experience and knowledge of Construction Industry Scheme.

• Good working knowledge of Microsoft Office packages including Excel and Word

• Knowledge of PAYE, National Insurance, Statutory Allowance and payroll administration.

• Excellent reconciliation and investigative skills.

• Experience of providing advice and training to users on taxation and/or other related client matters

• The ability to manage customer expectations and ensure effective communications with colleagues and customers. The ability to work under pressure and meet tight deadlines

• Knowledge and the ability to interpret statutory legislation

• Ability to work flexibly and on occasions out of office hours or at different locations.

• Is familiar with the security standards and all relevant legislation that affects security within the defined scope of authority

**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 transform 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/

**Chart Structure**

**Application Analyst**

**Service Support and Development Manager**

**Senior Application Analyst**