

Role Description – Systems Accountant

| | | | | | |
|------------------------------------|---|---|----------------|------------|---------|
| Role title | Systems Accountant | Grade | 3 | Department | Finance |
| Reports to | Head of Finance | | Direct reports | None | |
| Key relationships / interfaces | Internal: | Head of Finance; Finance team; Technology team; Departmental Heads and other head office staff. | | | |
| | External: | Third-party suppliers and contractors; Auditors. | | | |
| Role purpose | <p>To develop and manage systems and processes to ensure the effective and efficient processing of financial and non-financial data, and to further extend the range of management tools and reports used to inform the organisation.</p> <p>Collaborate with Technology and Finance staff to meet business requirements.</p> <p>Work closely with other members of the Finance Team to ensure the effective delivery of its overall aims and its programme of work and responsibilities.</p> | | | | |
| Breadth of responsibility | The role holder is responsible for ensuring that all Finance related systems and interfaces operate reliably and effectively, and that controls are proven to be effective. | | | | |
| Dimensions and limits of authority | <p>Process and control improvements are approved by the Head of Finance.</p> <p>Systems, policy and significant process change are referred to the Chief Financial Officer.</p> | | | | |
| APM Values | <p>The role holder will be expected to operate in line with our company values of:</p> <ul style="list-style-type: none"> • Progressive • Warm • Excellent • Thoughtful | | | | |

| Key responsibilities / accountabilities | Key performance measures |
|---|---|
| <ul style="list-style-type: none"> • Day-to-day systems support and issue resolution: <ul style="list-style-type: none"> ▪ Troubleshooting and fixing finance and related system issues including raising tickets with Access helpdesk ▪ Resolving interface conflicts ▪ Reviewing systems performance and resolving issues, referring to Technology or external suppliers (e.g. Click travel, Access, etc.) as necessary ▪ Onboard users to Finance related systems | <ul style="list-style-type: none"> • Systems performance is maintained and improved • Number of systems issues reported is reduced over time |
| <ul style="list-style-type: none"> • Process and systems improvement: <ul style="list-style-type: none"> ▪ Work with the Finance team to identify and implement potential systems improvements, including changes to existing systems and implementation of new ones as appropriate. Ensure all changes are fully documented and tested. ▪ Manage finance systems upgrades, working closely with finance managers and staff and the Technology team to ensure successful testing and implementation ▪ Review current interfaces, forms and procedures of finance systems and propose solutions to streamline and reduce manual intervention | <ul style="list-style-type: none"> • In 2022 to support the successful implementation of a new CRM system including interfacing with the Finance system and other related third-party software solutions. • Systems are operating effectively and efficiently in supporting Finance operations. |
| <ul style="list-style-type: none"> • Systems administration: <ul style="list-style-type: none"> ▪ Management, maintenance and continuous improvement of systems including (not exhaustive) <ul style="list-style-type: none"> ▪ accounting software and supporting third party solutions; ▪ the CRM system, insofar as it integrates with the Finance system; ▪ corporate credit card and expenses portals; ▪ Contract owner for third party software e.g. payment providers, Direct Debit, document signing and corporate travel software ▪ Liaison with Technology to ensure staff and volunteers have appropriate access to Finance | <ul style="list-style-type: none"> • Key controls, including access controls, operating effectively (tested). • Work instructions documented and maintained. • Documentation available for changes made. |

| Key responsibilities / accountabilities | Key performance measures |
|---|---|
| <p>systems Review and implement requests for changes to workflows</p> <ul style="list-style-type: none"> ▪ Test and review access rights to Finance systems | |
| <ul style="list-style-type: none"> • Governance and controls: <ul style="list-style-type: none"> ▪ Instil a culture of robust control and efficiency throughout Finance and the wider organisation ▪ Ensure policies and procedures exist for all finance systems, working with Finance team members as necessary ▪ Design, implement and maintain internal system controls (preventative and detective) to provide quality assurance over financial data ▪ Review and maintain systems configuration, policies and controls, including access rights, process change procedures, audit trails, etc. ▪ Liaise with external stakeholders (e.g. internal and external auditors, system developers) and keep up to date to ensure good practice in this area ▪ Ensure adherence to document retention policies in Finance ▪ Support the Head of Finance in ensuring that internal financial controls are fit for purpose and are enforced, measured and monitored, and improved where necessary ▪ To work with the team to reduce reliance on spreadsheets and financial information held offline ▪ Provide a consistent and approachable point of content for stakeholders for any finance systems-related issues | <ul style="list-style-type: none"> • Control environment assessed as effective by auditors • Policies, procedures and controls documented • Controls in place and operating effectively (tested) • Systems access list up to date • Demonstrably able to advise on current best practice • Finance document retention is up to date • Less financial information is held in spreadsheets |
| <ul style="list-style-type: none"> • Train and support finance team members and other staff in the use of financial systems and procedures: • Delivery of system training for finance and non-finance staff, covering aspects such as core transactional | <ul style="list-style-type: none"> • All relevant staff trained • Documented or A/V training suite prepared |

| Key responsibilities / accountabilities | Key performance measures |
|---|--|
| <p>processes (e.g. purchase-to-pay, sales-to-receipt and record-to-report) and reporting</p> <ul style="list-style-type: none"> • Provide a consistent and approachable point of contact for stakeholders | <ul style="list-style-type: none"> • Positive feedback from stakeholders |
| <ul style="list-style-type: none"> • Support the organisation with relevant and added value reporting: <ul style="list-style-type: none"> ▪ Work with senior finance managers, other finance colleagues and budget holders to design and develop management reports to better inform the business ▪ Provide additional and ad hoc financial support and analysis, as required | <ul style="list-style-type: none"> • Positive feedback from Finance team and other staff members on reporting support • Improved knowledge/understanding of budget processes across the business |
| <ul style="list-style-type: none"> • Ad-hoc projects as required by APM business strategy | <ul style="list-style-type: none"> • Projects are carried out with enthusiasm and competence. |

Person Specification – Systems Accountant

| Attribute | Description | Essential / desirable |
|-----------------------|---|--|
| Qualifications | <ul style="list-style-type: none"> Recognised CCAB/CIMA accounting qualification Degree in commerce/business/accounting/IT | <ul style="list-style-type: none"> Desirable Desirable |
| Experience | <ul style="list-style-type: none"> Broad experience and knowledge of accounting systems Extensive experience of managing, operating and improving financial accounting systems and working with third party providers to ensure systems work to its optimum capacity Implementing new finance systems and procedures Effective presentation of financial information to finance and non-finance staff. Experience of working in a project environment | <ul style="list-style-type: none"> Essential Essential Essential Essential Essential |
| Knowledge | <ul style="list-style-type: none"> Good knowledge of APM's products (gained whilst in role) An understanding of financial controls, and reflecting these through workflows and controls on financial systems Awareness and understanding of the charity sector in relation to financial procedures | <ul style="list-style-type: none"> Essential Essential Desirable |
| Skills | <ul style="list-style-type: none"> Advanced software skills Excellent written and verbal communication including the ability to present and explain information clearly to non-finance and senior staff Able to train finance and relevant non-finance staff Strong analytical, numeric and critical reasoning skills capable of delivering innovative and practical solutions to complex problems. A strong networker and collaborator with a high level of interpersonal skills, the ability to deal with people at all levels, and to gain the confidence and trust of a wide range of stakeholders. Able to articulate the value that a finance function brings and the guidance it offers in supporting business decisions | <ul style="list-style-type: none"> Essential Essential Essential Essential Essential Essential |

| Attribute | Description | Essential / desirable |
|-------------------------------|---|--|
| Behaviour / competency | <ul style="list-style-type: none"> • Analytical thinking • Communication skills • Concern for accuracy • Customer focused • Planning and organising • Resilience • Technical and professional expertise • Challenges the status quo • Enthusiastic • Team player • Flexible • Proactive | <ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential |