

Job Description

JOB TITLE	Finance Systems Officer		
REPORTS TO	Assistant Director of Finance	LOCATION	MCH - London
TEAM	Finance and Resources	GRADE	GL4

JOB PURPOSE AND OBJECTIVES

The Finance Systems Officer is responsible for assisting the Finance Systems Analyst in managing and maintaining financial systems and finance related software applications within the organization. This role involves ensuring the smooth functioning of financial systems, troubleshooting technical issues, and supporting finance teams in optimizing system performance. The Finance Systems Officer will work with the Finance Systems Analyst and collaborate closely with finance, IT, and other cross-functional teams to ensure accurate financial data, efficient processes, and compliance with relevant regulations.

JOB DIMENSIONS

RESOURCES UNDER CONTROL

Direct reports	<i>Identify if the role has full managerial or supervisory accountability and to who</i>
Resources	<i>(e.g. budget control, size of operations under control)</i>

ROLE ACCOUNTABILITIES

1. System Administration:

- Assist in administering and maintaining financial systems, such as Access Dimensions and Focal Point (accounting systems), Donor Strategy (donation systems), budgeting tools, and financial reporting platforms.
- Assist with managing user access controls, and security protocols to protect the integrity of financial data and maintain compliance.
- Perform regular checks to ensure the organisation is within its agreed licence numbers across all user types.

2. Technical Support and Issue Resolution:

- Assist the Finance Systems Analyst in resolving system-related queries that affect end users.
- Investigate and resolve system errors, data discrepancies, and performance issues, working closely with IT teams, the Finance Systems Analyst and the Finance Reporting Manager.

- Provide user training and documentation to enhance system understanding and usage across the finance department.
 - Participate in system implementation or upgrade projects, including requirements gathering, testing, data migration, and user acceptance testing.
- 3. Data Management and Reporting:**
- To effectively engage with business users to understand their issues and propose appropriate solutions.
 - Assist the Finance Systems Analyst in developing and maintaining standardised financial reporting templates, ensuring data accuracy and consistency.
 - Extract and manipulate financial data from systems to assist the Finance functions in producing reports, performing analysis, and supporting decision-making.
4. Undertake any other reasonable duties as requested by the Assistant Director of Finance and the Finance Systems Analyst.

Person Specification

GRADE LEVEL 4

	Essential	Desirable	Assessment Method
Education and Training			
Educated to degree level in IT or equivalent qualification or experience and well-developed knowledge of IT and Finance systems	X		A,Q
Evidence of continuous professional development	X		A/I
Proven Abilities, Knowledge and Skills			
Excellent problem-solving and analytical skills with the ability to troubleshoot system-related issues and accounting imbalances.	X		A+I+W
Strong attention to detail and a commitment to maintaining data integrity and accuracy.	X		A+I+W
Effective communication skills to collaborate with various stakeholders and provide user support and training.	X		A+I+W+P
Ability to work independently and prioritize tasks.	X		A+I
Competency in the use of Microsoft D365 and other Microsoft Office applications.	X		A+I+W+P
Knowledge of security and compliance requirements in financial systems.	X		A+I+W+P
Proficiency in working with finance related software, ERP systems (such as Access Dimensions, Focal Point and Business Central), financial planning tools, and reporting platforms.	X		A+I+W+P
Familiarity with database management.	X		A+I+W+P

SQL queries, and data integration techniques		X	A+I+W
Understanding of Microsoft Power Platform		X	A+I+W
Personal Qualities			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	X		A+I
Professional and positive approach, with a commitment to professional development and self-improvement	X		A+I
Able to engage business users and understand business issues.	X		A+I
Good interpersonal skills	X		A+I
Ability to work as an effective member of a team	X		A+I
Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life	X		A+I

Method of Assessment: A – Application Form; I – Interview; W – Written exercise; P – Presentation;
G – Group exercise; Q – Proof of qualification (certificates or transcripts)

(We reserve the right to assess any other aspects of the role in a format not previously described)

TERMS AND CONDITIONS

Health and Safety:	The post holder will be subject to the Methodist Council's Health and Safety policy						
Equal Opportunities:	The post holder will be subject to the Methodist Council's Equal Opportunities policy						
Physical Conditions:	Open plan office accommodation						
Remuneration:	To be confirmed						
Hours of Work:	<p>5 days per week</p> <p>The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch. A flexi-time scheme is in operation, core working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information.</p> <p>Some flexibility in working hours may be required due to the nature of this post and the work of the Team. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>						
Holiday Entitlement:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">During the first to fourth years</td> <td style="text-align: right;">25 days</td> </tr> <tr> <td>During the fifth to ninth years</td> <td style="text-align: right;">28 days</td> </tr> <tr> <td>During the tenth and subsequent years</td> <td style="text-align: right;">30 days</td> </tr> </table> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p>	During the first to fourth years	25 days	During the fifth to ninth years	28 days	During the tenth and subsequent years	30 days
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During the fifth to ninth years	28 days						
During the tenth and subsequent years	30 days						
Sick Pay:	Entitlement in accordance with the Methodist Council's terms and conditions of employment						
Pension:	There is a pension scheme that all eligible lay employees will be auto-enrolled on to. Employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.						
Probationary Period:	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally three/six months.						
Season Ticket:	Season ticket loans are available after the satisfactory completion of the probationary period.						