



Chief Operating Office - Finance

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| Job Title: | Systems Accountant |
| Reporting to: | Associate Director of Finance |
| Dogs Trust Grade: | D |
| Location: | London office |

Job Purpose

The Systems Accountant will develop and optimise our financial systems. Dogs Trust has invested in a digital transformation programme that is bringing significant opportunities for improvement to all our financial and non-financial reporting.

You will play a key role in ensuring the accuracy and efficiency of accounting system, driving continuous improvement in financial control processes and policies, enhancing the value of financial data, providing insights to support the overall accounting function and its associated systems, and extending the range of management tools and reports used to inform the organisation.

This role will be a pivotal in connecting Finance and IT functions, ensuring successful delivery of any finance system changes.

Overview of the Department/Team

Dogs Trust is the largest dog welfare charity in the UK with a nationwide network of rehoming centres and preventative programmes and has a strong and expanding international footprint.

The Finance team provides professional business advice and support across the group, working in partnership with all departments to enable the delivery of Dogs Trust's financial strategy.

The department operates an effective function to meet the charity and group's everyday financial needs; it provides strategic direction and insight, prepares, and monitors financial plans/forecasts, manages treasury requirements, records all financial transactions, pays for services, and ensures compliance with global statutory requirements.

Key areas of accountability

Lead in the development and enhancement of the newly implemented accounting system (Unit 4 ERPx).

Ensure seamless integration of associated third party extensions (e.g. Salesforce) with Unit4 ERPx.

Work closely with accounting teams and external contractors to ensure timely and meaningful reporting systems.

Stay up to date with industry best practices and technology trends to improve system efficiency.

Function as system administration workstream lead of Unit4 ERPx, including associated third party software.

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| Manage Unit4 related incidents and process requests within ServiceNow, ensuring SLAs are maintained. |
| Function as in-house Unit4 SUPER-user, responsible for resolving incidents and tracking change requests. |
| Define learning needs for Unit4 and deliver training to end-users to drive best practice. Where necessary, design learning materials in conjunction with colleagues in learning and development. |
| Maintain documentation of the financial system procedures, workflows, and controls. |
| Support the Dogs Trust teams in identifying gaps in the accounting system's functions. |
| Function as the business analyst for finance operations across Dogs Trust, creating a systems improvement roadmap. |
| Build financial reports to satisfy business requirements, providing insights and recommendations to management. |
| Build and maintain relationships with key internal stakeholders, understanding their requirements of the Unit 4 system, and setting expectation around its capabilities. |
| Be the main point of contact with the account system supplier. |
| Ensure adherence to accounting controls, standards, and other regulatory requirements. |
| Identify and resolve discrepancies in financial data to maintain data quality. |
| Ensure all issues with financial systems are solved promptly in consultation/collaboration with IT Support for all levels of call (levels 1, 2 and 3) and ensure there is best practice on data security with the finance system. Be the main point of contact for these teams and upskill colleagues in this system as required. |
| Any other reasonable duties. |

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| Person Specification |
| <i>Essential skills, qualifications, experience, and attributes</i> |
| Significant finance knowledge, preferably finance-qualified, and will have worked in a hands-on capacity to improve and develop a Unit4 ERP system. |
| Experienced in Unit4/ERPx systems development and cloud-based systems. |
| Evidence of strong analytic skills, with the ability to optimise financial accounting systems and processes to meet stakeholders' needs. |
| Solid understanding of accounting principles and financial reporting. |
| Good written and verbal communication skills, and the ability to convey complex financial information clearly and unambiguously to non-financial staff. |
| Experience of building and maintaining relationships with stakeholders effectively, with the ability to proactively influence and manage expectation at all levels. |
| Hands-on approach to supporting colleagues including providing learning materials and training as necessary. |
| Experienced in financial systems management and 2 nd /3 rd line support. |
| Positive attitude, pro-active, and committed team player. |
| The ability to work accurately and thoroughly, paying attention to detail and working to set deadlines. |
| Able to work flexibly and juggle competing demands to meet deadlines. |
| <i>Desirable skills, qualifications, experience, and attributes</i> |
| Experience of accounting within a charity environment. |
| Understanding of business analytics and how these skills can be applied in a financial environment. |

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| Additional information |
| Working hours are 9am to 5pm, this includes a degree of agile working which will require a minimum of 2 days a week based at the London office in Angel. |
| Last reviewed: June 2024 |

