



## **JOB DESCRIPTION**

**POST:** Systems Administrator

**DEPARTMENT:** Finance

**REPORTING TO:** Senior Systems Accountant

**RESPONSIBLE FOR:** No direct reports

**GRADE:** 3

## **MAIN JOB PURPOSE:**

- a) Respond to and manage the Enterprise Resource Planning (ERP) system mailbox ensuring that correspondence is dealt with in a timely manner
- b) Support the development of the Councils ERP system covering Purchase to Pay (P2P), Accounts Payable, General Ledger, Accounts Receivable, Budget & Forecasting and monthly, quarterly and annual reporting
- c) Ensure system processes and interfaces are running as expected and intervene when necessary to maintain performance
- d) Maintain a register of processes for the job role ensuring these are kept up to date and relevant
- e) Provide assistance to the Accounts Receivable, Accounts Payable and Reconciliations teams where they require cover to meet deadlines

## **DUTIES AND RESPONSIBILITIES:**

- a) Provide excellent customer service to colleagues across the Council by answering questions and responding to queries on the ERP system.
- b) Provide support to the Senior Systems Accountant and Systems Analyst to develop the ERP system.
- c) Ensure that system processes are running as expected and manage interfaces with the ERP system and ancillary systems so that postings are entered into ERP as expected.
- d) Keep relevant practices, systems and financial procedures up to date and undertake checks to ensure they operate accurately and effectively

- e) As required, provide support to colleagues across the organisation and work with relevant partners ensuring robust and accurate financial information and advice
- f) Work on projects and tasks that are varied but relatively straightforward, ensuring that milestones are identified and met
- g) Any other duties of a similar nature which may be required

### **Additional information**

- a) Does this job require a DBS check? **Yes**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **No**
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **No**

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

## PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

<b>REQUIREMENTS</b>	
The postholder must be able to demonstrate:	<b>MEASURED BY:</b> A Application form I Interview T/P Test/Presentation
<b>EDUCATION/TRAINING</b> (Academic, vocational/professional and other training)	
Experience of having worked with systems preferably an ERP system e.g. Unit 4	A
<b>KNOWLEDGE &amp; EXPERIENCE</b> (e.g. report writing, office experience, Microsoft office)	
a) Experience of using financial systems	A/I
b) Experience of working in a finance department	A/I
c) Good understanding of the finance and accounting environment	A/I
d) Experience of having used Microsoft Office and able to use formulas to streamline processes	A/I
<b>SKILLS/ATTRIBUTES</b> (e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)	
a) Self-motivated. Ability to prioritise effectively	A/I
b) Lateral thinking approach to problem solving	A/I
c) Good IT skills, specifically in Microsoft Office and Finance systems	A/I
d) Flexible and adaptable. Highly co-operative. Has confidence to try new things / ways of working	A/I
e) Analytical skills with an ability to provide advice and information on a range of issues	A/I
f) Team player and ability to work effectively with others	A/I
g) Prepared to pick up work outside of own specialism or what is comfortable to help in emergencies or provide backfill for others	A/I
<b>BEHAVIOURS</b> Behaviours will be tested at interview against the Council's values (further detail below)	
Empowering, valuing and developing our people	I
Valuing our customers	I
Being open and honest	I
Taking ownership	I
Being ambitious	I
<b>EQUALITY AND DIVERSITY</b>	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their	A/I

position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).



# Our Values

...we believe in





OUR CUSTOMERS



BEING AMBITIOUS



TAKING OWNERSHIP



BEING OPEN and HONEST



OUR PEOPLE

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.