



FINANCE SYSTEMS ADMINISTRATOR

Reports to: Senior Finance Manager – Finance Systems and Change

Role Summary:

This role is responsible for day-to-day management, administration and maintenance of all Finance systems and plays a key role in optimising Finance systems usage.

What you 'll be doing :

- Responsible for day-to-day management, administration, and maintenance of all Finance systems. This includes access management , maintenance of role principles and controls and management of custom fields, forms, searches and workflows.
- Provide first line support to Finance systems users. Be the primary contact for query resolution.
- Deliver training to Finance and business new starters to ensure end-users are proficient in using the system . Support the creation of a formalized systems onboarding process for new starters.
- Deliver training to existing team members and support the development of a knowledge hub to ensure continued engagement and best practice use of all Finance systems.
- Responsible for updates to Finance systems master data (e.g. chart of accounts, departments, segments) carrying regular audits to ensure completeness and accuracy.
- Collaborate with IT teams to integrate NetSuite with other financial systems, ensuring seamless data flow and accuracy.
- Responsible for the preparation of routine reconciliation controls between dashboard and NetSuite to provide quality assurance over data imported from the ERP.
- Support the development of testing plans to ensure routine upgrades are thoroughly tested. Provide hands on support for upgrade testing across the Finance teams.
- Provide key support to the Senior Finance Manager on the completion of the GITC audit and the subsequent implementation of audit team recommendations.
- Maintain all Finance systems policies and procedures documentation , to include administration, integrations, and workflows.
- Provide challenge to existing policies and processes to ensure system capabilities are being optimized. Stay informed about new releases to identify opportunities for enhancements .
- Collaborate to identify and document the process and system improvements that will drive greater efficiency and financial control.
- Ad hoc report writing either in NetSuite or as an Excel super user where a system is not available as the solution.
- Build an effective relationship with Finance system vendors and provide key support to the Senior Finance Systems Manager and Head of Financial Control in managing contracts and the budget.



- Work closely with the Senior Finance Manager, NetSuite Advanced Customer Support, external consultants, and the wider Finance team to provide hands on support for the delivery of the agreed transformation projects.
- Work with IT development to support business as usual improvements to ERP.

We'd love to meet someone with :

- 2+ years managing and optimizing NetSuite as an end user
- Tenacity and a strong drive to get to the bottom of a problem and properly solve it
- Ability to understand business requirements and translate them into system changes
- Proactive self-started who can manage competing priorities
- Strong analytical skills and attention to detail