



## **SENIOR FINANCE MANAGER – FINANCE SYSTEMS AND CHANGE**

**Reports to:** Head of Financial Control

### **Role Summary:**

The individual in this role is the subject matter expert on our Finance systems. The role oversees day-to-day management of our Finance Systems, is responsible for the delivery of a programme of Finance systems continuous improvement and manages the impact of business change initiatives on Finance systems and processes.

### **What you'll be doing**

#### *Finance Systems*

- Oversee day-to-day management, administration and maintenance of all Finance systems and applications. Be the subject matter expert on our Finance Systems (NetSuite – GL and PL, WebExpenses – colleague expenses, Zone Capture – invoice scan and capture, FlexiApprovals – Invoice Approvals, Xelix – Invoice Duplicates, Adra – Sales and Banking Reconciliation).
- Oversee end user support. Be the escalation point for support issues, coordinating the resolution and leading the communication with the Finance team, IT team and 3<sup>rd</sup> parties.
- Oversee end user training. Create an onboarding process for new starters and a knowledge hub to ensure continued engagement and sharing of best practise for all Finance Systems.
- Oversee the accuracy of Finance Systems master data , including the change management process.
- Develop and coordinate testing plans to ensure upgrades are thoroughly tested. Coordinate the deployment of changes across the various Finance teams.
- Responsible for the completeness and accuracy of data imported from the ERP.
- Lead the GITC component of the Group audit and the continuous improvement of the effectiveness of the Finance systems control environment.
- Oversee the preparation and maintenance of Finance systems policies and procedures documentation.
- Managing the Saved Search library. Ad hoc report writing either in NetSuite or as an Excel super user where a system is not available as the solution.
- Support the Head of Financial Control with management of Finance system vendors , ensuring provision of a high level of service where value to the business is maximised.

#### *Finance Transformation*

- Provide hands on support to understand 'as is' processes and scope requirements that will deliver greater efficiency and financial control.
- Deliver actionable, analytical insights to spark new improvement ideas and assess the impact of existing ones.
- Prioritise the transformation plan in conjunction with the Finance leadership team to define our Finance systems strategy.



- Drive the delivery of our Finance systems strategy through oversight of the Finance Systems Manager, NetSuite Advanced Customer Support and by providing hands on support. Manage stakeholders to ensure everyone understands the tasks required to progress.
- Report back on the project plan through regular written and verbal status updates to the Finance SLT.

#### *Business Transformation*

- Support new business initiatives that impact Finance processes and systems. Work with the business, delivery team and across Finance to understand the new functionality, determine how it impacts finance and scope requirements.
- Ensure all developments are fully tested and meet with Finance requirements before deployment.
- Work with the SLT to manage the IT Development Kanban to ensure priorities are clear and stakeholders understand their tasks to progress.

#### *People*

- Day-to-day management of the Finance Systems Manager.
- Ensure their learning and development needs are met by setting objectives, coaching and providing constructive feedback through regular one-to-ones.
- Ensure continued engagement with Finance systems through oversight of a team of 'Champions'.

#### **We'd love to meet someone with**

- Qualified accountant.
- Prior experience of NetSuite desirable.
- Prior experience working within a systems transformation role mapping 'as is' and 'to be' processes.
- Prior experience working with a mix of stakeholders and building great relationships, including developers.
- Excellent written and verbal communication skills, with the ability to collaborate across teams.
- Deadline orientated with the ability to manage multiple competing workstreams.