

# Job Description

**TITLE:** Finance Systems Project Analyst (1 Year - Fixed Term)

**GRADE:** Scale 10 (P02) + £5k Market Supplement

**REPORTS TO:** Head of Finance Strategy & Planning

**HOURS:** Full time

## Purpose of the Role

To support the implementation, development and ongoing optimisation of the College's new Financial Management System (FMS). The role ensures high-quality financial data, effective system administration, and strong collaboration across Finance, IT, MIS and wider stakeholders.

## Key Responsibilities:

### 1. System Implementation & Support

This role supports the effective implementation of the new Financial Management System (FMS), ensuring a smooth transition and delivering a high-quality support service to users across the College. Responsibilities include leading the day-to-day administration of the FMS and related financial systems, managing user access, maintaining security roles, updating document templates and overseeing system configuration. The role also provides expert technical support to both Finance and non-Finance colleagues, helping users maximise system capability, adopt new processes confidently and make full use of the system's functionality.

### 2. Data Management, Migration & Quality

This role is responsible for extracting, transforming and uploading data from legacy and subsidiary systems, ensuring that all information is accurate, fully reconciled and aligned with agreed reporting formats. It includes leading data migration and archiving activities, validating historic data and ensuring it remains accessible and compliant with retention requirements. The position also maintains strong data quality controls through proactive troubleshooting, regular audit checks and the identification and resolution of exceptions, safeguarding the integrity and reliability of financial information across all systems.

### 3. Reporting, Analytics & Controls

This role develops and maintains financial reports, dashboards and business intelligence outputs to support budgeting, forecasting, audit requirements and monthly reporting. It also supports reconciliations across key data sources,

including payroll, student and funding systems, subsidiary systems and Axiom, ensuring consistency and accuracy of financial information. Strengthening system controls and monitoring processes is a key part of the role, ensuring that financial data remains reliable, timely and compliant with organisational and audit standards.

#### **4. Continuous Improvement & Collaboration**

This role works closely with Finance colleagues on chart of accounts design, structure mapping, system testing such as UAT and parallel runs, and wider process improvements. It involves identifying opportunities to streamline data flows, reduce unnecessary or duplicate data and enhance overall system performance. The position also leads collaboration between Finance, IT, MIS and system suppliers on data-related matters, contributing to the ongoing development, evaluation and enhancement of the FMS as organisational needs evolve.

#### **5. Training & User Support**

This role develops training materials, guidance notes and process documentation to support effective system use. It includes delivering training sessions covering data preparation, system processes, reconciliations and reporting, ensuring users have the confidence and skills to work effectively within the FMS. The role also establishes user groups and provides ongoing support to maximise system capability, consistency and adoption across the College.

#### **6. Audit, Compliance & Governance**

This role supports responses to internal and external audit queries relating to system implementation, data completeness and accuracy. It ensures that all data handling and system processes comply with GDPR and College policies, maintaining high standards of confidentiality and data protection. The role also safeguards system integrity through regular review, monitoring and audit of data and processes, ensuring that financial information remains accurate, secure and compliant.

#### **In common with other support:**

- No annual leave may be taken during the enrolment period, which begins the day before GCSE Results Day.
- All staff are required to support exam invigilation and may cover up to three exams per year, including GCSE support.
- Staff must take part in two open evenings, or one Saturday open day, each year. These hours are provided in lieu of the additional Christmas holiday days.

### **In common with all other Staff:**

- To support the College's mission, vision, values and strategic objectives.
- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff.
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

### **Additional Information:**

#### **Safeguarding Statement**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

#### **Criminal Convictions, DBS & Ongoing Disclosure**

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

#### **Equality, Diversity & Inclusion**

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold antiracist, inclusive and respectful behaviours.

#### **Review of Job Description**

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

### **Person Specification**

#### **Education & Qualifications**

- AAT Level 3 qualification (or equivalent experience)
- GCSEs (or equivalent) in English and Maths

- Basic literacy, numeracy and IT skills

### **Experience**

- Experience supporting financial management or reporting systems.
- Experience working with core finance functions such as General Ledger, Accounts Payable, Accounts Receivable and budgeting/forecasting processes.
- Experience handling large datasets and using advanced Excel tools, including Power Query and pivot tables.
- Experience using analytical or reporting tools such as Power BI or SQL.
- Experience working collaboratively as part of a team to deliver shared objectives.
- Experience contributing to improvements in systems, processes or data workflows.

### **Knowledge, Skills & Behaviours**

- Strong understanding of financial systems, data structures and reporting requirements.
- Excellent communication skills, including the ability to work effectively with non-finance colleagues.
- Strong organisational and project management skills, with the ability to meet deadlines consistently.
- Ability to analyse data, identify issues and propose solutions.
- Ability to support system users and deliver training.

### **Professional Responsibilities, Values & Commitments**

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting learners and staff from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti racist behaviours that reflect the College's values and expectations.