

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

POST DESIGNATION: Senior Financial Systems Officer

REPORTING TO: Deputy Financial Systems Manager

DEPARTMENT: Finance & Legal Services Directorate

SECTION: Pensions and Financial Systems Services

GRADE:

Job Purpose

Working to the Deputy Financial Systems Manager this post will be responsible for undertaking, within established procedures, a range of financial processes, system administration and reconciliations to support the operation of all Financial Systems. These are key financial processes in themselves but are also fundamental to maintaining the integrity of the Council's financial accounts and help to ensure that an appropriate level of internal control is being operated across these areas.

Main Duties

1. To undertake a range of financial processes within agreed procedures, standards and legislation in an appropriate manner
2. To undertake a range of internal control reconciliations within agreed procedures/timescales and identify, investigate and report to senior management any issues arising from these reconciliations in a timely manner.
3. To undertake general system administration duties for all Financial Systems, providing support in Year End close down processes.

Duties and Responsibilities

1. To undertake work in the following areas of activity, within established procedures:
 - The day to day operation of one or more of the Council's financial systems, ensuring timetables are set and operated, system performance is monitored and critical failures are identified and resolved or escalated to senior management. To provide first line support to users answering complex queries and fixing errors.
 - Provide advice and guidance to the key users of the system as required.
 - To assist with the systems administration function (including external

systems as appropriate) as required e.g. setting up and amending/reviewing user access. Amending parameters and system settings as instructed by senior management

- To undertake key financial processes such as BACs transfers, cheque production and returned cheque procedures.
 - To deal with payment enquiries, internal and external.
 - To ensure that there is effective data transfer and detailed reconciliations that support/control the Councils financial processes.
 - Identifying and investigating errors and correcting in a timely manner where necessary referring to more senior staff. Recommending changes and developing processes to minimize system weaknesses
 - To extract and collate information to a number of government organisations including DWP, HMRC and Audit Commission.
 - Ensure data integrity and consistency is maintained for all applications, running tests or using interrogation tools if necessary. Returning information or advising senior management of any issues or breaches.
 - To interrogate systems, writing, developing or maintaining complex reports required using various programming languages such as iSQL, QBF, Crystal Reporting or Business Objects.
 - To run, extract and convert data into excel / word (as appropriate) for the end user or to produce statistics or information required for internal / external reports or returns.
 - To participate at an appropriate level in the development of new processes and systems and to assist in undertaking training and producing notes where applicable. To attend meetings with system users and IT contractors as appropriate.
2. To be responsible for the supervision of junior staff on a day to day basis as allocated.
 3. To support the year end closing process by preparing documentation, testing and data integrity fixing and by developing information solutions often in a short time frame to meet management requirements/external auditors queries.
 4. To help identify system improvements and to assist in any project work required to develop and test any new IT systems.
 5. To investigate data and system irregularities identified and report to senior managers as appropriate. Attend court on such cases if required.
 6. To liaise with software suppliers regarding faults, enhancements and any complex matters. Escalating where responses are not received within agreed timescales.
 7. To set up and maintain electronic forms and liaise with the Councils web team. To provide support to customer self-service electronic access.
 8. Assist with walkthrough testing required by Auditors respond to audit queries and reports as appropriate and to undertake any disaster recovery testing.
 9. Provide information for responses to enquiries to the service from any source including FOI and members information request.
 10. To undertake testing on new system releases, fixing any data integrities, creating / amending any document templates and running any process required by senior management.
 11. Ensure that services provided are clear accountable and responsive to

customer / client needs.

12. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy Funding
13. To be responsible for maintaining and promoting your own knowledge of relevant legislation, guidance, best practice and attending relevant training.
14. To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
15. Undertake duties with due regard and compliance with the Data Protection Act and other legislation.
16. Carry out duties and responsibilities in accordance with all the Council's Policies and any relevant legislation.
17. To undertake other duties commensurate to the grade of the post.