

Role Purpose: To assist the finance systems analyst with the running of the finance systems and processes

Function / Business Unit: Finance	Location: Flexible - Head Office approx 4 days per month
Reporting Line: Finance Systems Analyst	Budget Responsibility: n/a
Team Management: n/a	
<p>Key Accountabilities / Responsibilities:</p> <ul style="list-style-type: none"> - Assist with reviewing processes - Maintain and review system access - Complete regular Imports to ensure systems are kept up to date - Assist with reporting data to other departments - Support the Finance Systems Analyst with business projects - Assist with reviewing processes across the Finance teams to help maximise efficiency - Undertake a variety of transactional finance tasks required to support financial accounting processes - Contribute to a variety of other Finance projects, as required. - Help users resolve problems with financial systems - Identify improvements in systems and processes - Help perform testing of new business reports and systems - Develop process documentation - Deliver end user training to educate users on the systems and processes <p>Required Skills & Experience:</p> <ul style="list-style-type: none"> - Experience of working in a busy finance department - Previous experience of retail business or a multi site business desirable - AAT desirable - Ability to cope with a fast paced growing business - Experience of handling numerical data, within financial systems and/or complex spreadsheets. - Good Interpersonal & communication skills with an ability to partner with people at different levels - High energy/positivity, self -motivated and proactive 	<p>Behaviours:</p> <ul style="list-style-type: none"> - Detail orientated - Thorough and accurate on all areas when working on a task. Performs tasks with care; is thorough. Makes few if any errors. - Communication -- Communicates openly and effectively, ensuring that messages are clear and concise. Adapt content and style to help others understand - Drive and motivation - Focuses on results and desired outcomes and how best to achieve them. Takes ownership for completing tasks and gets the job done - Analytical – Goes beyond analysing factual information/data to develop a conceptual understanding of the meaning of a range of information. Notices when data appears wrong or incomplete or needs verification recommendations. - Problem Solving - Anticipates problems and their impact. Weigh up alternatives and arrives at reasonable decisions. - Teamwork and collaboration – Understands the importance of team working. Looks for way in which to support and help others - Resilience - Is confident to challenge constructively when the situation demands it and can anticipate positive outcomes to difficult situations and helps others do likewise. Guides and encourages others to remain resilient under challenging situations. Comfortable operating in an uncertain, complex and ambiguous environment. - Adaptability - Looks for ways to make changes work rather than only identifying why change will not work. Makes suggestions for increasing the effectiveness of changes. Shifts strategy or approach in response to the demands of a situation - Planning and organising - Knows how to plan and organise own time to complete tasks. Can adapt in light of unexpected situations, Sets clear and realistic objectives and goals - Change/continuous improvement - Positively contributes to new ideas and new ways of

working. Readily adapts own working methods to meet the business needs.

- **Learning** - Learns quickly and independently in the context of an activity; seeks opportunities to extend and deepen learning. Learns from both successes and failures, regards all experiences as opportunities to learn and improve, is intentional and disciplined about reflecting on and internalizing learning. Works well in adapting to the challenge of new or unfamiliar tasks and responsibilities, appreciates the opportunity for learning and growth

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