

JOB DESCRIPTION

Specialist Financial Systems and Projects

ROLE TITLE:	Specialist Financial Systems and Projects
SECTION/DIVISION:	Financial Services Division
REPORTS TO:	Senior Manager Financial Systems and Projects
DIRECT REPORTS:	Nil
INDIRECT REPORTS (FTE):	Nil
PRIMARY PURPOSE OF THE ROLE:	<p>Contribute to a portfolio of finance related projects, primarily in relation to financial systems and process improvement within the Financial Services Division and the wider University.</p> <p>The role supports strategic initiatives of the Financial Services Division through the identification, design, and implementation of effective and efficient business processes that help to achieve the goals and improve the operations of the division.</p>
ACCOUNTABILITIES:	<p>Analyse current accounting and finance systems and suggest changes to processes, financial reporting, system enhancements and new implementations that enhance the ability of the University to deliver its finance function.</p> <p>Contribute to Financial Services strategic and business planning processes.</p> <p>Provide appropriate and reliable FMIS advice, recommendations, support, guidance, and expert technical interpretation on key finance initiatives and complex or strategic matters.</p> <p>Establish and maintain effective stakeholder relationships through effective communication, and issues management. Regularly seek feedback from stakeholders to gauge satisfaction and service quality.</p> <p>Collaborate and communicate in a clear and consistent manner with stakeholders from a variety of backgrounds, level of skill and knowledge.</p> <p>Communicate with Financial Services senior managers to fully understand business needs, objectives, and key challenges. Anticipate and be responsive to the needs and issues of the Financial Services division.</p> <p>Support and contribute to best practice approaches to financial processes. Develop internal system controls to prevent and detect issues within the finance system and provide quality assurance over financial data.</p> <p>Proactively identify opportunities to provide more effective reporting and analysis to stakeholders. Design and maintain reports, including XLOne, Crystal and SQL based reports.</p> <p>Support the maintenance of the Financial Services budgeting and forecasting models and engage staff to seek opportunities to implement improvements and additional functionality.</p>

Develop and maintain ETL processes within TechnologyOne Financials to help with the automation of tasks in the Financial Services Division and the wider University where applicable.

Perform DHSO, first aid and/or fire warden duties (if required); and ensure reasonably practicable steps are taken to create a safe and healthy work environment.

KEY RELATIONSHIPS:Internal

Chief Financial Officer
Chief Operating Officer
Financial Control Team
Finance Advisory Team
Strategy, Analytics & Reporting Office
Enterprise Project Management Office
Business Process Management Office
ITS Application Support
ITS Information Systems
TechnologyOne users
Other executives and managers across the University

External

Peers from other universities
TechnologyOne
Unimarket

QUALIFICATIONS & EXPERIENCE:Essential

Tertiary level qualification or recognised qualification(s) appropriate to the role.
Professional chartered accounting qualification.
Proven experience providing a range of finance services in a large or complex organisation.
A solid working understanding of accounting principles and processes including financial reporting, budgeting, and forecasting, month and year end procedures, and accounts payable and receivable.
Proven experience in establishing and maintaining professional, collaborative and effective relationships with peers, managers and leaders.
System accounting experience in a large and complex organisation.

Desirable

Experience working in the Tertiary Education sector.
Experience with the administration and configuration of TechnologyOne modules, including the Financials and Budgeting modules, and designing ETL processes.

TECHNICAL SKILLS AND KNOWLEDGE:

Strong technical understanding of finance systems.
High degree of computer literacy and numerical data analysis skills - advanced Excel
Proficiency in the Microsoft suite of programmes
High level of technical financial competency including analysis and reporting
Good understanding of accounting principles, especially those pertaining to public entities
Understanding of business systems in large organisations
Experience working with business intelligence tools.

SPECIAL REQUIREMENTS:

Contribute as part of a network of Financial Services Division staff, to provide suitable coverage during periods of leave and peak period activities.
Some travel may be required to attend other University sites.

**DIRECT BUDGET
ACCOUNTABILITY:**

Nil

HEALTH AND SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

CAPABILITY FRAMEWORK:

Capability Group	Capability Name	Level
ENGAGE	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
ENABLE	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
PERSONAL ATTRIBUTES	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
LANGUAGE AND CULTURE	Te Reo	Intermediate
	Tikanga Māori	Intermediate

CAPABILITY FRAMEWORK DESCRIPTORS

Specialist Financial Systems and Projects



Communicate Effectively	Commit to Customer Service	Work Collaboratively	Influence and Negotiate
<i>Communicate clearly, actively listen to others and respond with respect</i>	<i>Provide customer centric services in-line with the University's and organisational objectives</i>	<i>Collaborate with others and value their contribution</i>	<i>Gain consensus and commitment from others and resolve issues and conflicts</i>
ADEPT	ADEPT	ADEPT	ADEPT
<p>Tailor communication to the audience</p> <p>Clearly explain complex concepts and arguments to individuals and groups</p> <p>Actively listen to others and clarify own understanding. Create opportunities for others to be heard</p> <p>Write fluently in a range of styles and formats. Prepare written material that is well structured and easy to follow by the intended audience</p>	<p>Take responsibility for delivering high quality customer-focused services</p> <p>Understand customer perspectives and ensure responsiveness to their needs</p> <p>Identify customer service needs and implement solutions</p> <p>Find opportunities to connect and co-operate with internal and external parties to improve outcomes for customers</p> <p>Maintain good relationships with key customers in area of expertise</p>	<p>Encourage a culture of recognising the value of collaboration</p> <p>Build co-operation and overcome barriers to information sharing and communication across teams and work units</p> <p>Share lessons learned across teams and work units</p> <p>Identify opportunities to work collaboratively with other areas to solve issues and develop better processes and approaches to work</p>	<p>Negotiate from an informed and credible position</p> <p>Lead and facilitate productive discussions with staff and stakeholders</p> <p>Encourage others to talk, share and debate ideas to achieve a consensus</p> <p>Pre-empt and minimise conflict. Recognise and explain the need for compromise</p> <p>Influence others with a fair and considered approach and sound arguments</p>

Deliver Results	Plan and Prioritise	Think and Solve Problems	Demonstrate Accountability
<i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	<i>Plan to achieve priority outcomes and respond flexibly to changing circumstances</i>	<i>Think, analyse and consider the broader context to develop practical solutions</i>	<i>Be responsible for own actions, adhere to legislation and policy and proactively address risk</i>
ADEPT	INTERMEDIATE	ADEPT	ADEPT
<p>Take responsibility for delivering on intended outcomes. Use own expertise and seek others' expertise to achieve work outcomes</p> <p>Ensure team/work unit staff understand expected goals and acknowledge success</p> <p>Identify resource needs and ensure goals are achieved within budget and deadlines</p> <p>Identify changed priorities and ensure allocation of resources meets new organisational needs. Ensure financial implications of changed priorities are explicit and budgeted</p>	<p>Understand the team/work unit objectives and align operational activities accordingly</p> <p>Initiate and develop goals and team plans and use feedback to inform future planning</p> <p>Respond proactively and with initiative to changing circumstances and adjust plans and schedules when necessary</p> <p>Ensure current work plans and activities are consistent with organisational change initiatives</p>	<p>Research and analyse information, identify interrelationships and make relevant evidence based recommendations</p> <p>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</p> <p>Participate in and contribute to team/work unit initiatives to resolve common issues or barriers to effectiveness</p> <p>Identify and share organisational process improvements to enhance effectiveness</p>	<p>Ensure that actions of self and others are focused on achieving organisational outcomes</p> <p>Assess work outcomes and identify and share learnings to inform future actions. Exercise delegations responsibly</p> <p>Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</p> <p>Understand and exercise integrity and due diligence with budgets, University monies and other resources</p>



PERSONAL ATTRIBUTES

Display Resilience and Courage	Act with Integrity	Manage Self	Value Diversity
<i>Be open and honest, prepared to express your views, and willing to accept and commit to change</i>	<i>Be ethical and professional and act in keeping with the University's values</i>	<i>Show drive and motivation, a measured approach and a commitment to learning</i>	<i>Show respect for diverse backgrounds, experience and perspectives</i>
ADEPT	ADEPT	ADEPT	INTERMEDIATE
<p>Be flexible, show initiative and respond quickly when situations change</p> <p>Give constructive and honest feedback and advice using appropriate manner and tone</p> <p>Listen when ideas are challenged, seek to understand the nature of the challenge and respond constructively</p> <p>Raise and work through challenging issues and seek alternatives</p> <p>Keep control of own emotions and stay calm under pressure and in challenging situations</p>	<p>Represent the organisation in an honest, ethical and professional way and support a culture of integrity and professionalism within the team/work unit</p> <p>Set an example for others to follow and identify and explain ethical issues pertaining to work activity. Ensure others clearly understand the legislation and policy framework within which they operate</p> <p>Act to prevent and report misconduct and inappropriate behaviour</p>	<p>Look for and take advantage of opportunities to learn new skills and develop strengths</p> <p>Show commitment to achieving challenging goals</p> <p>Examine and reflect on own performance and areas for improvement. Encourage feedback from colleagues and stakeholders</p> <p>Demonstrate a high level of personal motivation and maintain own motivation when tasks become difficult</p>	<p>Be responsive to diverse experiences, perspectives, values and beliefs and listen to others' individual viewpoints</p> <p>Seek input from others who may have different perspectives and needs</p> <p>Adapt and respond positively in diverse environments</p>


LANGUAGE & CULTURE

Te Reo	Tikanga Māori
<i>Develop understanding and use of te reo Māori (Māori language)</i>	<i>Create knowledge and use of tikanga Māori (Māori cultural practices) in the work place</i>
INTERMEDIATE	INTERMEDIATE
<p>Demonstrate use of te reo Māori words and phrases in appropriate work place settings</p> <p>Has prepared and can communicate accurately own mihi if required in the work place context</p> <p>Take part in opportunities to practice and extend own language capability</p>	<p>Understand the University's Māori Strategic Framework and incorporate its principles appropriately in work place activities</p> <p>Demonstrate an appropriate workplace understanding and awareness of tikanga Māori</p> <p>Has knowledge of the Articles and Principles of Te Tiriti o Waitangi</p> <p>Take part in opportunities to extend own understanding and awareness of tikanga Māori and Te Tiriti o Waitangi</p>