

# Finance Systems Analyst

## Job description

**It will take a society to beat dementia. Alzheimer's Society.**



# Who we are

**Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.**

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

**Together with our supporters, we're working towards a world where dementia no longer devastates lives.**

# Our values

**Our values tell everyone who we are as an organisation.**

**Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.**

**Our values are evident in everything we do, how we do it and how we work together.**

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



## **Determined to make a difference**

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



## **Trusted expert**

We're listening, we're learning and we use experience and evidence.



## **Better together**

We're open, we combine our strengths and we achieve more together.



## **Compassionate**

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

# Finance Systems Analyst

## Position in the organisation

Reports to the Systems Accountant  
Member of our Finance Systems & Data team.  
Part of our Finance & Assurance directorate.

## Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

In Finance & Assurance, our vision is to be the Society's single point of truth. We are trusted partners, credible experts, working as one team to be a true enabler to the organisation as it makes impact to end the devastation of dementia.

Partnership, collaboration, accountability, professionalism and a restless desire to constantly improve are needed in every role across Finance & Assurance. Constant improvement is what this role is based on, ensuring we gain maximum benefit from our systems, processes and the data they provide us with now and into the future.

The Finance Systems Analyst is a technical expert in their field and works collectively with peers such as Financial Accountants, Analysts, Planners and Business Partners to ensure our teams are equipped with the tools and insight they need to cement a single point of financial truth across the Society. They are focused on embedding and improving our finance systems and processes, supporting the Systems Accountant on a range of projects to strengthen and integrate it, and engage others on its effective use. They are responsible for supporting the planning and implementation of improvements or adaptations to our finance systems and maintaining effective relationships with Society colleagues as the work progresses, reporting routinely on progress. They provide 2<sup>nd</sup> line support for all system issues and ensure excellent customer service standards. They line manage the Finance Systems Administrator and promote best practice ways of working within the team. As such, communication and engagement is key to this role's success.

We are looking for someone who exemplifies our values, someone who is: **Determined to make a difference** when and where it matters most. **A trusted expert** who believes in working **Better together** and demonstrates true **Compassion**.

## Key accountabilities and responsibilities

- Line management of the Finance Systems Administrator and deputising for the Systems Accountant where necessary. Role-model a high challenge, high support culture with accountability and performance as critical drivers to success, ensuring individual and team development is front and centre of your approach.
- Become a subject matter expert in Unit4 ERPx, Unit4 FP&A and other finance systems and provide technical in-house expertise and recommendations on system configuration and process improvements.
- Assist the Systems Accountant in the design and implementation of efficient and effective processes working closely with colleagues across finance and IT to ensure these comply with accounting and regulatory requirements, business needs and maintain data integrity and security.
- Translate user requirements into documented financial and technical specifications to support clear, actionable system configuration changes and be a guardian of robust change control processes ensuring all changes are logged, tested and approved before going live
- Problem solve to resolve complex system issues and failures, either independently or in coordination with external suppliers and internal stakeholders
- Assist in providing information to support audit queries and investigations
- Assist in the delivery of system upgrades, patches and new functionality by coordinating user acceptance testing, supporting feedback channels and ensuring smooth transition into BAU.
- Design, maintain and support integrations between Unit4 and other connecting systems, (e.g. Proactis, Clarity, Avalara, HR and payment systems), ensuring data flows correctly and consistently.
- Be responsible for finance reporting improvements by supporting the development and maintenance of standardised reports and dashboards with use of Unit4 FP&A, Unit4 ERPx Information Browser reports and Excel based tools including Power BI
- Support the delivery of a prioritised work programme alongside the Systems Accountant and the wider Finance team, integrating those programmes across Finance & Assurance through effective shared planning and communication.
- Deliver engagement and learning programmes to improve understanding, confidence and compliance around our finance system.
- Routinely and proactively report to the system accountant and others on the nature, number and frequency of queries, incidents and requests, ensuring this data is supported with analysis and proposed actions in response if required.
- Champion system adoption, promote good practice and encourage consistent use of functionality and challenge off system workarounds.
- Ensure highly organised approaches to the administration and governance of our system, processes and workload
- Build trusting relationships with colleagues across Finance, Assurance and the wider society to establish and grow our single point of financial truth, working collectively on solutions to challenges and celebrating progress together.

## We are looking for someone who can...

- Understand the critical role of Finance & Assurance as an enabling partner directorate in ultimately creating impact to end the devastation of dementia, linking everything you do back to the ultimate objectives of the Society.
- Work collaboratively and enthusiastically with colleagues across Finance & Assurance and across the Society more widely to deliver first class partnership and technical expertise.
- Role-model our values and embrace a high challenge, high support, high performing environment.
- Drive continuous improvement, including through bringing best-practice from across the sector and more widely, using horizon-scanning and networks to bring new ideas to the table.
- Have the ability and willingness to travel independently on behalf of the Society on request, including occasional overnight stays as required.
- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be enthusiastic for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Be pro-active and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements

## Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Significant experience of Unit4 ERPx or other ERP Finance Systems – particularly post implementation. Experience of Avalara and Proactis beneficial	A
Experience of working with finance colleagues to develop operational & financial reports. Experience with financial reporting tools is desirable (e.g., Unit4 FP&A, Tableau, Power BI, Excel)	A
Experience of documenting, building, maintaining and troubleshooting system integrations. Use of Unit4 Extension kit or other json based programs beneficial	A
Good knowledge of core accounting principles and processes, particularly in a large organisation. Part qualified CCAB qualification or similar	A
Experience of managing change including implementing process & system configuration improvements, regular system upgrades and patch releases	A
Strong analytical and problem-solving skills, with the ability to troubleshoot technical issues and propose effective solutions	I
Demonstrable leadership skills in supporting learning, career development and performance management	I
An ability to understand and report on your progress, performance and impact	A
Ability to and experience of reporting on system and project performance relative to brief	A
Capable of working across departmental and hierarchical boundaries to resolve challenges and deliver complex projects	I
Experience of working in an environment where first class customer service is essential, proactively improving user experience and internal system understanding	A
Experience of working in environments where attention to detail is critical	A
Track record of maintaining fastidious records and managing complex technical documentation	A

Competencies & personal attributes	Application (A) or interview (I)
Is self-motivated and works well independently, can organise their own time and prioritise tasks. Is proactive in seeking assistance or training where required and clearly communicate issues in a timely manner.	I
Is comfortable working collaboratively to achieve shared goals, can communicate effectively, actively listen to others and provide expert feedback to work towards desired outcomes. Is welcoming and respectful of diverse perspectives, experiences, and opinions	I
A critical thinker, able to identify and act on ways to work more effectively and efficiently	A
Celebrates progress, solutions and impact rather than activity	I
Delivers effectively to timelines in complex and sometimes ambiguous environments	A
Deeply committed to the development of yourself and others	A
Resilient and adaptable, with a strong work ethic and the ability to navigate changing situations and diverse teams	I
A team player who sees opportunity and energy in working together to solve problems	I

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# Our benefits



## Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contributions rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



## Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face coocusselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



## Personal Development

- Apprenticeships
- Leadership development programme
- Financial support towards relevant professional qualifications



## Family & Dependants

- Enhanced family leave - 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



## Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



## Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave