

Systems Accountant Job description

Together we are help and hope for everyone living with dementia



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.

Systems Accountant

Position in the organisation

Reports to the Head of Finance Systems & Data

Line Manages Systems Officers

Member of our Finance 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 Systems Accountant 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. In particular, they are responsible for planning and implementing improvements or adaptations to our finance system, maintaining effective relationships with Society colleagues and Unit4 as the suppliers of our system. The Systems Accountant will be our operational authority on system implementation and improvement and be a first class internal operator who uses influence, credibility and data to constantly strengthen our technical capabilities. But this role is also an influential one around our process improvement work, requiring close collaboration with teams across Finance & Assurance.

First class partnership is key to this role, as is the ability to build strong relationships across the Society. This role will, alongside other colleagues in Finance, drive financial insight, support long and shorter-term planning, and ensure effective allocation of resources.

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

- Translate finance and technical requirements into clear, actionable system configurations or changes required by the system.
- Proactively identify, troubleshoot, and resolve complex issues, either independently or in coordination with Unit4 Support and internal stakeholders.
- Work with colleagues in the Technology teams in particular to ensure appropriate patches, testing and continuous improvement, as well as data integrity and security, overseeing a robust control environment.

- Ensure our systems comply with accounting standards and regulatory requirements.
- Generate and be accountable for the quality of system-generated reports, ensuring they fulfil the needs of teams across the Society, taking action to improve quality if necessary, in response to feedback or analysis.
- Develop data dashboards from system reports, updating routinely.
- Through effective leadership of the Systems Officers, 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.
- Ensure robust and prioritised work programmes alongside the Head of Finance Systems & Data and the wider Finance team, integrating those programmes across Finance & Assurance through effective shared planning and influencing.
- Manage people resource and capacity across the Officer cohort and deputising for the Head of Finance Systems & Data where necessary.
- Design and deliver engagement and learning programmes to improve understanding, confidence and compliance around our finance system.
- Support the management of impactful relationships with our external suppliers, ensuring service quality in-line with contracts.
- Routinely and proactively report – to a range of internal audiences – progress and challenges, including issue overviews, KPIs and summaries, relating to our finance system and data, outlining implications for the Society and particularly on our partnerships and services in Finance & Assurance.
- Build highly integrated and trusting relationships with Senior Finance Business Partners, Procurement Business Partners and Financial Accountants 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 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.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
5 years minimum experience in a system accountant or relative role	A
Significant experience of Unit4 ERPx or other ERP Finance Systems – particularly post implementation. Experience of Avalara and Proactis beneficial.	A
Ability to combine technical system knowledge with financial context to deliver effective solutions that meet business need.	A
Excellent communication and influencing skills	A
Highly proficient working knowledge of Excel and other data handling programmes	A
Experience of identifying, prioritising and executing multiple complex programmes of work in a demanding environment. Prioritising and managing deadlines, focussing on high-impact tasks while maintaining attention to detail.	A
Capable of working across departmental and hierarchical boundaries to resolve challenges.	I
Experience of driving quality and performance improvement through data-driven metrics and reporting.	A
A track record of building high performing, accountable teams with demonstrable leadership in supporting learning, career development and performance management.	A

Competencies & personal attributes	Application (A) or interview (I)
Takes initiative and is comfortable working independently as well as collaboratively	A
A critical thinker, able to identify and act on ways to work more effectively and efficiently	I
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
Welcoming and respectful of diverse perspectives, experiences, and opinions	A
A team player who sees opportunity and energy in working together to solve problems	I

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This post will be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barr Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). If you require further information regarding Criminal Records Check, then please contact: careers@alzheimers.org.uk

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution 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 counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- 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