

Job Title: Finance Systems Developer

Unit/School: Finance

Grade: 6A/B

HERA: FIN54

Core purpose of role

The Finance Systems Developer role will report to and collaborate with the Senior Finance Systems Developer, along with the wider Finance team in delivering and developing the enhancement to and advancement of our finance systems while maintaining current provision.

Key responsibilities and contributions

1. The postholder will maintain and develop Financial systems across the University. It includes responsibility for system maintenance, supporting documentation and end-user training, as well as active participation in developing key University projects and finance reporting functionality, becoming the recognised 'superuser' and technical lead support for Finance System queries.
2. Provide support, guidance and feedback to inform and direct University decision making for all financial systems.
3. To support larger finance system developments e.g. the Unit 4 Business World migration to the Cloud and lead on other similar developments and integrations, ensuring seamless transition for all initiatives whilst delivering to project deadlines and through to implementation.
4. Collaborating with colleagues and stakeholders, to shape, test, and implement various Finance change initiatives. The post plays a crucial role in ensuring the smooth integration of other systems such as Thesis/QLS (Student Records System), Midland i-Trent (HR/Payroll System), Gladstone (Sports Facilities System), ALMA (Library Management System), Kappture (University Tilling System), Fonoa MTD (Making Tax Digital tool).
5. Working closely with finance colleagues to oversee the development, alignment, and prioritisation of finance systems; helping to report to senior officers on the finance systems roadmap and assisting in the preparation of business cases to support committee decision making.
6. Communicating with stakeholders to understand business need, data content and service requirements.
7. Develop documentation such as standard operating procedures and guides, to enable cross team working and reduce reliance on single points of failure. Ensure staff have

access to required information and training to enable compliance with University policies and financial regulations.

8. Support the development, enhancement and maintenance of Finance dashboards and other management information tools and provide first line support for process and configuration errors for Finance colleagues.
9. Develop and maintain strong relationships with system providers and finance business users to share and enhance knowledge whilst implementing best practice.
10. Compile and submit project status reports.
11. Lead a range of finance systems-related projects as required by the Senior Finance Systems Developer, and to undertake any other duties as may be reasonably required which are commensurate with the grade and nature of the post.
12. Deputise for the Senior Finance Systems Developer as required.

Person specification

Essential qualifications / Professional memberships

1. Educated to Degree level or relevant experience

Essential experience, knowledge and skills

1. Evidence of excellent IT skills with use of Word, Excel and Power Point
2. Demonstrable experience of evaluating systems, identifying areas for improvement, and implementing changes to streamline processes (analysing workflows, identifying bottlenecks, and recommending system enhancements or customisations)
3. Proven experience of presenting options and solutions to senior colleagues which are well evidenced and respond to challenge and interrogation
4. Demonstrable experience in documenting processes and delivering training to colleagues
5. Excellent attention to detail when working with data in order to make accurate conclusions and predictions.
6. Excellent administrative and organisational skills with the ability to work to tight deadlines and prioritise and manage multiple tasks
7. Proven analytical and problem-solving skills with the ability to make well-considered decisions, resolve conflicts and demonstrate sound, professional judgement
8. Experience with prioritisation for maintenance and development of systems in a similar sized or larger organisation. Working with a wide user community on requirements gathering to recommend available courses of action to the senior Finance team.
9. Excellent communication skills (verbal and written) to effectively share findings with stakeholders.
10. The role is suited to someone who is proactive and can work to a high degree of accuracy while managing conflicting tasks and establishing priorities within a busy service.

Desirable

1. Membership of a recognised accounting professional body
2. Knowledge of database systems, including an understanding how databases work, designing efficient data structures, and ensuring data integrity
3. Experience of assisting in the implementation of a new Enterprise Resource Planning (ERP) system
4. Working knowledge of the Unit 4 Business World system (formerly Agresso)

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				



Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.