

Finance

What's it all about

As a Finance Systems Data Officer, you will support the Finance Systems team and wider Finance in the integration between our purchase ledger system (Dynamics 365) and general ledger system (SUN systems). This involves cleansing and uploading data, ensuring corrections of data at source. Role is responsible for reconciliations of the data ensure robust controls around the integration.

How you'll make a difference

As an integral member of the Finance team, you will drive a customer centric ethos and continuous improvement culture within our Finance team, ensuring all finance services deliver the best outcomes for our residents

How you'll do it

- Take ownership of monitoring purchase ledger daily output files, cleansing and uploading large data sets from the purchase ledger system to the general ledger system.
- Working with third party support teams to resolve integration issues swiftly as they arrive to prevent delays to month end.
- Leading on the reconciliation of daily integration files and performing monthly reconciliation to allow wider Finance to proceed with month end processes.
- Introducing new controls around integration process to ensure robustness and accuracy of data for the business.
- Supporting Finance Systems in resolution of internal integration issues at source and promoting automation where possible.
- Support/carry out monthly control accounts reconciliations.
- Support supplier account reconciliation and data cleansing.
- Conducting regular integrity checks on mapping tables and data flows to ensure accuracy, consistency, and alignment between source and target financial systems.

- Investigating and resolving data discrepancies, maintaining mapping logic to support reliable financial reporting
- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.
- Hybrid arrangements - at least two days a week in an office. On other days, working from home may be possible, depending on the work and the interaction required.

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail.

This role is at **staff** level.

Essential knowledge, experience and skills including qualifications and professional membership

- Experience within a finance role at junior level to understand finance processes, procedures and data flows. Proficiency in systems reconciliation.
- Capable of working with large complex data sets and understanding data process flow through systems.
- Strong attention to detail, to ensure data is both timely and to a high degree of accuracy.
- Proficiency in Excel is essential
- Knowledge of D365 and Power BI is advantageous



Working better together
for our residents

- Good communication and interpersonal skills for diverse audience engagement; work collaboratively with internal and external stakeholders
- Uphold ethical principles including integrity, objectivity, professional competence, confidentiality, and professional behaviour