

Finance

All about us

We're a not-for-profit organisation with a focus on providing quality homes at below-market rents for people who would otherwise struggle to afford them. We are both a landlord and a developer, with more than 60,000 existing homes and 8,000 more in our pipeline, and a well-established commercial business from which we reinvest surpluses to support the provision of below market-rent homes across the capital.

What's it all about

As the Finance System Analyst, you will support the effective operation of all finance IT systems and interfaces. You will be the first point of contact to resolve queries connected with all finance IT systems queries, ensuring user expectations and issues resolutions are in line with the Service Level Agreements.

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

- First point of contact for issue resolution and queries connected with all finance IT systems.
- Ensuring stakeholder change request are promptly actioned subject to their adherence to chart of Account design framework.
- Acting the system custodian ensuring the completeness and integrity of the finance IT system.
- Maintaining, creating or updating the Approval Chains/ workflow within the D365 purchase order system ensuring that approvers are set up in line with the Financial Regulations.
- Update procedure manuals for all finance system and support training of staff on all finance systems, including new configurations of the existing systems, ensuring that correct usage is embedded.
- Run the weekly and monthly interfaces with D365 accounting system including Workwise, Northgate, Plentific and KX, and any other systems.
- Maintain the User Accounts for the purchase ordering systems, ensuring that requestors are placed within the correct Security Profile and approvers are set up in line with the Authorised Signatory List in the Financial Regulations.
- Support the delivery of continuous performance improvements across the finance function.

- Support the setting of departmental delivery standards and provide training where required.
- Support the annual interim and final audits delivery from a finance system perspective.
- Support the tracking and reporting departmental performance in relation to predetermined KPIs to enable corrective actions where necessary.

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.

Essential knowledge, experience, skills and qualifications including professional memberships

- Demonstrable experience of working with a finance IT system; specifically a D365 accounting system
- Experience of maintaining a robust finance IT systems control environment
- Prior experience of working with large volumes of financial transactions on computerised financial systems.
- Hold or studying for a CCAB recognised accounting qualification with supporting CPD.
- Be a confident and experienced role model and leader, ensuring you reflect the values of the organisation.
- Strong 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