

## > Finance, Financial Services

### What's it all about

This Finance Systems Improvement Lead will act as the strategic bridge between Finance Systems, Financial Reporting and operational finance teams. The postholder will document all Finance Systems-related processes (particularly D365/MyFinance), ensure strong alignment with monthly reporting requirements, and support teams to embed new ways of working as structures and processes mature.

### How you'll make a difference

You will ensure that Finance Systems and financial reporting operate as one joined-up ecosystem, enabling accurate, timely and trusted financial information for decision-making. By documenting, standardising and embedding system-led processes, you will reduce risk, improve data quality and support a smoother, more predictable month-end close.

Your work will help finance teams and the wider organisation clearly understand how financial data flows through systems, strengthening controls, audit readiness and confidence in reporting. Ultimately, this will support better insight, improved compliance and a more efficient finance function that can focus on value-adding activity rather than resolving system or reporting issues.

### How you'll do it

#### Systems Process Documentation & Standardisation

- Create comprehensive documentation of all Finance Systems processes including workflow diagrams, data flows, controls, dependencies and integrations.
- Produce clear SOPs and system-use guidance to support consistent adoption.
- Ensure documentation is aligned to financial controls, audit expectations and data quality requirements.

#### Reporting & Month-End Alignment

- Map reporting cycles, system triggers, data flows and dependencies end to end.

- Work with Financial Reporting leads to unify processes and standardise monthly reporting timelines.
- Identify failure points in system usage impacting reporting quality and recommend fixes.

#### Embedding New Ways of Working

- Support teams as they onboard to new structures and responsibilities.
- Provide coaching on system processes, reporting interfaces and best practice workflows.
- Ensure that adoption challenges are proactively identified and addressed.

#### Continuous Improvement & Insight

- Recommend system enhancements that improve accuracy, efficiency and user experience.
- Work closely with Finance Systems, Analytics and Transformation teams to ensure any system changes are fully understood and adopted.
- Lead small improvement projects to strengthen controls and compliance.

#### Business Partnering & Stakeholder Support

- Act as a trusted advisor to finance colleagues and operational teams on system related processes.
- Build strong working relationships across Finance Systems, Reporting, Transformation and Operational Finance.
- 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



Working better together  
for our residents

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. Please [refer to the framework](#).

### **Essential knowledge, experience and skills including qualifications and professional membership**

- Qualified accountant with strong system literacy (e.g., D365, MyFinance, Power BI advantageous).
- Demonstrated experience in system led process design, documentation and embedding.
- Strong analytical skills and an ability to diagnose issues within data flows and reporting structures.
- Experience leading finance process improvements and simplifying system-driven workflows.
- Strong change management and stakeholder engagement skills to support adoption of new ways of working.