Finance Systems Accountant

Notting Hill Genesis

Working better together for our residents

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What's it all about

As the Systems Accountant you will be the subject-matter expert for our legacy finance systems, specifically Sunsystems 6.4, Infor Query & Analysis 11.3, Professional Advantage Products, and PTX Cloud, with overall responsibility for keeping the SunSystems platform reliable, controlled and audit-ready throughout its remaining operational life. You will work as part of the specialist Finance Systems Team, reporting to the Head of Finance Systems and working closely with IT and the wider Finance directorate.

This role sits at the heart of our transition to Microsoft Dynamics 365 Finance and Operations, supporting month-end, audit, data migration and the eventual archiving and decommissioning of the legacy estate.

How you'll make a difference

Success in this role means the organisation keeps reporting, paying and closing its books accurately while it moves off legacy systems – with no surprises for Finance leaders or auditors. Your work will directly protect accurate financial reporting, regulatory compliance and audit readiness for approximately 70,000 managed homes, and will give us a clean, well-evidenced path onto D365 Finance and Operations.

How you'll do it

You will be accountable for the following outcomes:

- The legacy platform – SunSystems and its reporting and add-on tools – stays reliable, secure and well-controlled throughout its remaining life, with system administration, user access and accounting periods maintained to agreed standards.
- Financial data flowing between the legacy ledger, D365 Finance and Operations and feeder systems (rents, cash, payroll and agency payments) is complete, reconciled and posted on time, with interface errors resolved before they affect month-end close.
- Month-end and year-end close are delivered to the finance reporting calendar, with all journals posted and reconciliations completed and evidenced.
- Finance leaders, business partners and analysts receive accurate, timely reporting from the legacy systems, and external audit is supported with the system access, extracts and reconciliation evidence it needs, to deadline.
- The legacy chart of accounts and cost-centre structures stay aligned with the D365 finance structure and agreed master-data standards, and balances migrate to D365 accurately and fully reconciled, with no loss of financial integrity.
- Operational issues are logged and resolved within agreed service levels, with recurring problems fixed at root cause to reduce manual effort and strengthen controls.
- Legacy-system knowledge is documented and transferred to permanent team members, reducing single-person dependency and key-person risk.
- Changes are delivered safely and in partnership with IT through agreed change-control and risk processes, and electronic payments are processed accurately, securely and on time.
- 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 three 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.

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- 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.

This role is at **staff** level.

Essential knowledge, experience and skills including qualifications and professional membership

- Proven experience of administering and operating a SunSystems accounting environment – chart of accounts and cost-centre maintenance, period management and user-access controls.
- Proven experience of report writing, data extraction and ad-hoc analysis using SunSystems reporting and query tools, such as Infor Query & Analysis.
- Proven experience of managing high-volume manual and automated interfaces between a general ledger and multiple feeder systems, including investigating and resolving posting and reconciliation errors.
- Proven experience of data migration or system transition – extraction, mapping, validation and reconciliation of balances between legacy and target systems.
- Working knowledge of core finance processes (general ledger, month-end and year-end close, reconciliations, fixed assets and sales ledger) and how these are configured and controlled within an ERP system.
- Proven experience of working with large volumes of financial transactions and of supporting external audit – identifying and resolving posting errors under deadline pressure, and providing system access, data extracts and reconciliation evidence.
- Hold, or be actively studying towards, a CCAB-recognised accounting qualification (ACCA, CIMA, ACA or CIPFA), supported by continuing professional development.
- Proven analytical and problem-solving skills – tracing transactions across integrated systems to identify the root cause of interface or posting failures – and the ability to produce clear documentation (runbooks, procedure notes, reconciliation guides) in plain English.
- Proven ability to meet tight deadlines during month-end, year-end and audit periods, managing multiple priorities accurately and with minimal supervision, and communicating effectively with finance, IT and external suppliers.

Desirable

- Experience of working in a housing association, local authority or comparable not-for-profit organisation with complex property-related financial flows (rents, service charges, grants, component accounting).
- Familiarity with Professional Advantage or similar SunSystems add-on tools, such as bank reconciliation, inquiry and billing modules.
- SQL skills, or a clear willingness to develop them, for data extraction, transformation and reporting.
- Awareness of Microsoft Dynamics 365 Finance and Operations, particularly how legacy data maps to the D365 chart of accounts, financial dimensions and procurement categories, or a willingness to learn this in role.