Job Description

Staffordshire University Services Ltd

General Details

Job title:	Financial Operations System Administrator (FNR17/10)
School/Service:	Financial Services
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time, working 37 Hours Per Week
Grade/Salary:	Grade 5
Date Prepared:	September 2018

Job Purpose

To provide technical and systems support for the Finance Operations teams.

- Carry out all system administration of the Oracle finance system.

- Maintain and develop all external interfaces with the Oracle finance system.

- Process all interface files into the Oracle finance system.

- Design, develop and deliver process improvements in the operations area, assisting the Financial Operations Manager.

- Be an innovative explorer of new technologies and software products to improve the efficiency and effectiveness of the operations function

Relationships

Reporting to:	Assistant Director of Finance and on a day to day basis the Financial Operations Manager
Responsible for:	Not Applicable

Main Activities

- Perform all system administration for the Oracle finance system for example setting up new users, removing leavers, system access, updating foreign currencies etc.

- Maintain all operations interfaces with the Oracle finance system for examples SITS, Marketplace, Secure Trading. This will involve liaising with Digital Services.

- Process all customer invoices, SLC remittances, purchase orders and payment files through various interfaces.

- Maintain and develop Oracle modules and explore new Oracle functionality.

- Support the Financial Operations Manager to design, develop and deliver process improvements in the operations area (Procure to pay, AR, credit control, cash management, SITS interface).

- Trouble shoot all operational issues with Oracle, SITS, Marketplace and Secure Trading.

- Be the point of contact in the University for our managed services partners/suppliers for financial operations issues.

- Support the Systems & Process Improvement Accountant with any Oracle developments as required.

- Develop and deliver financial operations reports and KPIs using Oracle functionality.

- Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs

- Undertake any other duties as may reasonably be required by the Assistant Director of Finance.

Special Conditions

The role holder should have commenced a recognised accounting qualification and / or hold a recognised equivalent business discipline qualification.

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure
We encourage you to apply on-line at our website http://jobs.staffs.ac.uk as the system is user friendly and simple to complete. We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.