



Job Description

Job Title	Systems Administrator
School/Service/Institute	Financial Services
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 5
FTE/Hours	1.0 FTE

Job Purpose

To provide technical and systems support for the Finance Department and wider University.

- Carry out all system administration of the Oracle Fusion system.
- Maintain and develop all external interfaces with the Oracle Fusion system.
- Process all interface files into the Oracle Fusion system.
- Design, develop and deliver process improvements within Financial Services.
- Be an innovative explorer of new technologies and software products to improve the efficiency and effectiveness of Financial Services.

Relationships

Reporting to:	Systems Accountant
Responsible for:	None
Key working relationships:	Financial Services, Digital Services

Main Activities

- Perform all system administration for the Oracle Fusion system for example setting up new users, removing leavers, system access, adding new activity/account codes, maintaining authorisation structures, monitoring Fusion email inbox answering user queries etc.
- Maintain all interfaces with the Oracle Fusion system for examples SITS, Marketplace, Secure Trading, Room Service. This will involve liaising with Digital Services and external partners.

- Process and monitor all customer invoices, SLC remittances, purchase orders and payment files through various interfaces.
- Maintain and develop Oracle modules and explore new Oracle Fusion functionality.
- Support the Systems Accountant to design, develop and deliver process improvements in Financial Services
- Trouble shoot all operational issues with Oracle Fusion, SITS, Marketplace and Secure Trading.
- Be the point of contact in the University for our managed services partners/suppliers.
- Support the Systems Accountant with any Oracle Fusion developments as required.
- Develop and deliver financial reports for a range of customers using Oracle reporting functionality including use of SQL.
- Responsible for the production of training manuals for new developments of the Oracle Fusion.
- The provision of user training and especially the 'one-to-one' support as necessary.
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

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.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University 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

The postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. 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 applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section. The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.