



Systems Accountant

Reference: R220509

Salary: £34,304 to £40,927, per annum. Grade 8, depending on experience

Contract Type: Continuing

Basis: Full-time

Job description

Job Purpose:

The Corporate Accounting team is looking for a System Accountant to support the Finance function and the wider University in realising the full benefits of the Agresso (Unit4 Business World) financial system.

Reporting into the Head of Corporate Accounting, this post is being recruited to increase the capacity of the established Systems team. The University has recently upgraded to Milestone 7 of Business World and has ambitious plans for development of the system and associated processes to improve user experience, efficiency, and effectiveness.

The applicant will be diligent and efficient - a team player with the ability and motivation to work well alone. They will need to have a hands-on approach and be able to cope with competing demands and short timescales, with excellent communication skills.

The applicant will need strong system and accountancy expertise. Previous Agresso experience is desirable, as is a track record of changing and developing systems and processes.

Main duties and responsibilities

- Share responsibility for the system administration of Agresso including the University and Subsidiaries, in particular maintenance of the chart of accounts, reporting structures and system parameters.
- Maintain access rights for the circa 700 system users across the University.
- Support the delivery of an efficient and effective service to financial system users.
- To ensure all Agresso issues or requests are resolved or escalated within prescribed limits.
- Responsible for ensuring that operating principles and processes have been adhered to in line with the system strategy and ensure the security and financial integrity of Agresso is controlled.
- Maintain and develop interfaces and integrations between Agresso and other University systems, including APIs.
- Maintain documentation in the use of Agresso.
- Contribute to the production and implementation of a structured plan for the continuous development of Agresso.
- To be responsible for identifying effective and constructive creative solutions to streamline current practices and improve efficiency.
- Liaise with stakeholders to assess, redesign, embed and communicate process changes.
- Develop Financial and Management reports using Agresso's report writing tools and SQL.
- Support the governance and integration of ancillary finance systems outside of the Agresso environment.
- Support the development and delivery of training programme in the use of Agresso.
- This job description summarises the main duties and accountabilities of the post and is not comprehensive. The post holder may be required to undertake other duties of similar level and responsibility.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	A-levels or equivalent in an relevant subject	Application form
Experience	<p>Technical experience of developing, maintaining and using a complex Finance System and resolving system issues to an advanced level.</p> <p>Proven systems upgrade and improvement management experience.</p> <p>Demonstrable experience in the use of Microsoft Office Suite - specifically Excel but also Word, Outlook and Teams.</p> <p>Experience of working in an organisation with complex structures and competing demands.</p>	Application form and interview
Knowledge	<p>Good working knowledge of SQL and databases.</p> <p>To have a basic understanding of the University sector and be able to apply this knowledge to a systems role.</p>	Interview
Aptitude and skills	<p>Must be able to manage own work and meet deadlines.</p> <p>Can be trusted with sensitive information.</p> <p>Has good attention to detail.</p> <p>A strong communicator, able to establish rapport with a wide range of stakeholders.</p>	Application form and interview

	Desirable	Method of assessment
Education and qualifications	<p>ATT, AAT, part qualified or qualified accountant</p> <p>Prince 2 Certificate or similar project management qualification</p>	Application form
Experience	<p>Technical experience of developing, maintaining and using Agresso and resolving Agresso issues to an advanced level.</p> <p>Proven Agresso systems upgrade and process improvement management experience, including interfaces/integration.</p> <p>Demonstrable experience of project management of business process improvements.</p> <p>Experience of delivering training to non-specialist stakeholders and designing communications and training materials.</p>	Application form and interview
Knowledge	<p>Technical expertise in setting up API links and other data transfer methods.</p>	Interview
Aptitude and skills	<p>Demonstrable “can do” approach to work.</p>	Application form and interview

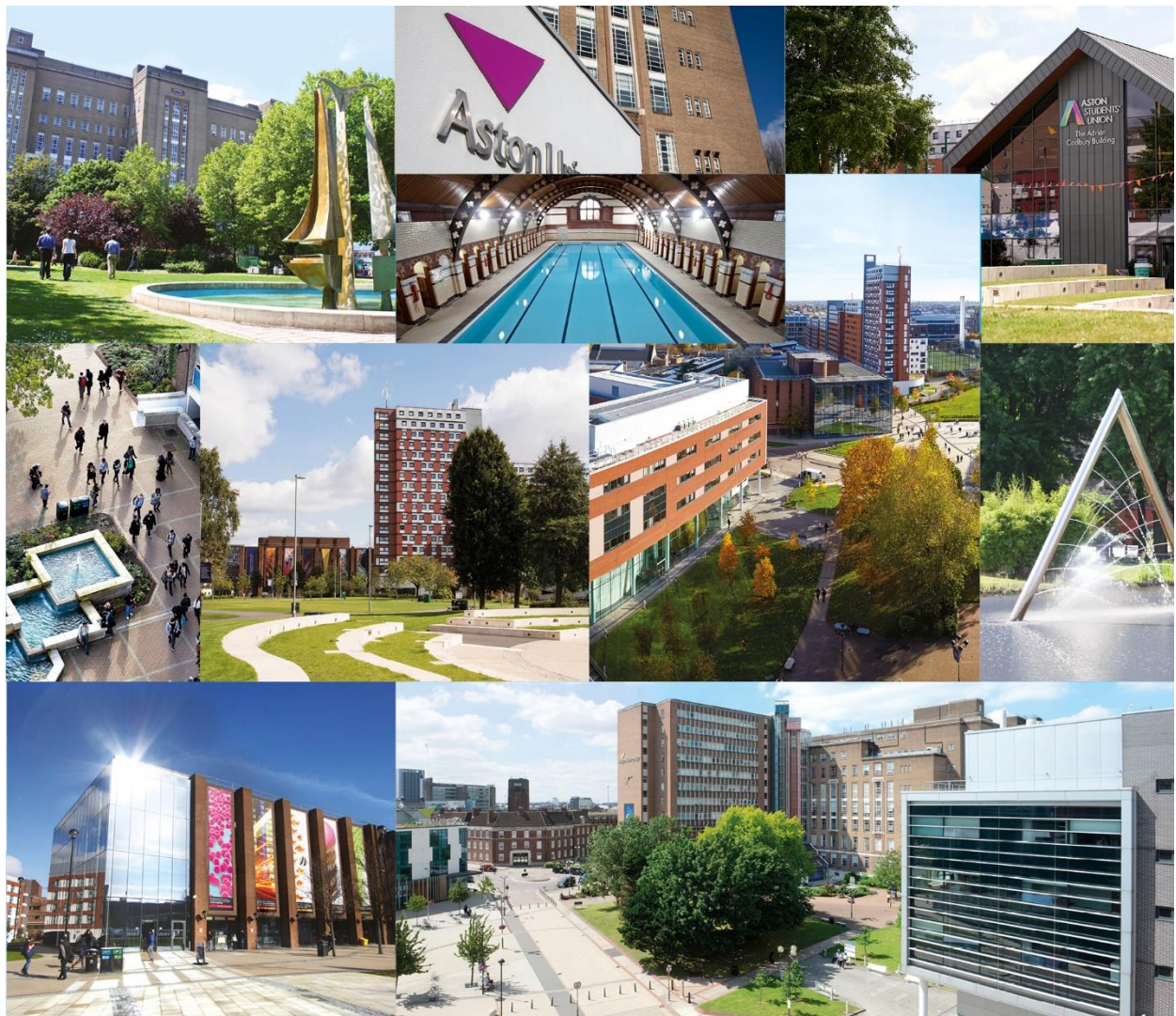
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Ben Stone

Job Title: Head of Corporate Accounting

Email: b.stone1@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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