



### Vacancy

<b>Title</b>	Financial support system Analyst
<b>Faculty/School/Department</b>	Finance
<b>Category</b>	Support Service
<b>Reports to</b>	Vice Chancellor through Head of Department/School and Dean of Faculty
<b>Location/Campus</b>	Honiara
<b>Summary of Duties</b>	The successful applicant will responsible to support and maintenance of the financial information management systems. You will serve as a technical point of contact for assigned functional areas and will assist subject matter experts with ensuring data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities. This position also supports system installation, enhancements, testing, user training and other technical projects as assigned.
<b>Detailed Roles &amp; Responsibilities</b>	
<b>Key Task</b>	<ul style="list-style-type: none"> <li>• Serve as primary support for Attache /Student management software functionality including, but not limited to, troubleshooting and resolving Attache problems, unexpected results, or process flaws, perform schedule activities, and recommend solutions or alternate methods to meet requirements.</li> <li>• Analyze, design, evaluate, modify, test, and implement system functionality in collaboration with the Department and faculties</li> <li>• Oversee, manage, test and implement Attache system upgrades, modules, or patches. Document process and results</li> <li>• Coordinates with functional and technical staff to implement application upgrades or fixes.</li> <li>• Provide support to Financial Services by identifying appropriate data, reports, and necessary tools to support strategic metric initiatives.</li> <li>• Serve as advocate and liaison between the broader Financial Services Department, Human Resources Department (HR), and Information Technology (IT) to</li> </ul>

	<p>maintain administrative applications, and to provide ongoing support for Financial Services and end-users</p> <ul style="list-style-type: none"> <li>• Set up workflows to maintain access to information to appropriate individuals (responsible for access and security of ERP).</li> <li>• Provide regular communication to County employees regarding system changes, enhancements, etc.</li> <li>• Trouble shoot problems and responds to inquiries from County employees on functionality of systems.</li> <li>• Provide user support for financial systems including, but not limited to Attache software.</li> <li>• Create and publish system user guides.</li> <li>• Conduct County-wide needs assessments and make recommendations regarding system training and development plans.</li> <li>• Develop training materials and conduct one-on-one and classroom-style training to Attache super-users, County management, and employees.</li> <li>• Serve as project manager on various projects to modernize financial transactions and record keeping.</li> <li>• Maintain Departmental web pages and develop content in collaboration with subject matter experts.</li> <li>• Perform professional level duties in support of all functional areas of Financial Services, including financial reporting, data analysis, labour relations, employee development and training.</li> </ul>
<b>User Support, Training and Development</b>	<ul style="list-style-type: none"> <li>• Provide user support for financial systems including, but not limited to Attache software/SMS and Ascend.</li> <li>• Create and publish system user guides.</li> <li>• Conduct County-wide needs assessments and make recommendations regarding system training and development plans.</li> <li>• Develop training materials and conduct one-on-one and classroom-style training to Attache software super-users, County management, and employees.</li> </ul>
<b>Special Projects</b>	<ul style="list-style-type: none"> <li>• Serve as project manager on various projects to modernize financial transactions and record keeping.</li> <li>• Maintain Departmental web pages and develop content in collaboration with subject matter experts.</li> <li>• Perform professional level duties in support of all functional areas of Financial Services, including financial reporting, data analysis, labor relations, employee development and training.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Advanced level experience with Excel.</li> <li>• Financial information management systems experience that includes installation, configuration, testing, troubleshooting, analyzing, implementation, and end user training.</li> <li>• Experience working with Attach software system.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrated expertise in technical troubleshooting.</li> <li>• Experience conducting systems needs assessment.</li> <li>• Process improvement experience.</li> <li>• Exceptional written and oral communications skills</li> </ul>
<b>Minimum Qualifications</b>	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> <li>• A Very good BA/BS in related field such as: Finance, Accounting, Business Administration, Information Technology, or related discipline; AND</li> <li>• 5 years' experience of combined ERP administration, financial analyst, or IT systems administration for ERP systems; OR</li> <li>• Equivalent combination of education and experience.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of developing, maintaining and running financial accounting systems and computerised accounting systems such as Attache software.</li> <li>• Successful track record of working with stakeholders to develop and maintain effective, open and productive working relationships.</li> <li>• Experience of delivering priorities within strict timelines.</li> <li>• Experience of working in procurement and finance for more than 3 years.</li> </ul>
<b>Essential</b>	<ul style="list-style-type: none"> <li>• 1 year project management;</li> <li>• Systems implementation experience (full-cycle) including end user training.</li> </ul>
<b>Desirable Attributes</b>	<p>Preference will be given to applicants with:</p> <ul style="list-style-type: none"> <li>• Advanced level experience with Excel.</li> <li>• Financial information management systems experience that includes installation, configuration, testing, troubleshooting, analyzing, implementation, and end user training.</li> <li>• Experience working with Software system.</li> <li>• Demonstrated expertise in technical troubleshooting.</li> <li>• Experience conducting systems needs assessment.</li> <li>• Process improvement experience.</li> <li>• Exceptional written and oral communications skills.</li> </ul>

<b>Salary and Benefits</b>	In the range SBD46,000 to 70,000 depending on the rank placement. The University also provides a number of benefits, like a Cost of Living Adjustment (COLA) fixed at 4% of annual salary, a gratuity of 15% of annual Salary paid 6monthly, partly furnished housing or a rental subsidy (equivalent to up to 15% of gross salary), and 7.5% of salary as the employer contribution to the national superannuation scheme. The University also provides a return air passage to the appointee's permanent home every 3 years to the staff, spouse and all dependent children below the age of 21 if residing full-time with the appointee.
<b>Term</b>	The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.