

## **JOB DESCRIPTION**

<b>Title</b>	Financial System Officer
<b>Institute/Department</b>	Finance Department
<b>Stream</b>	Support Services
<b>Reports to</b>	Director Finance
<b>Location/Campus</b>	Kukum Campus

### **Summary**

The position is responsible in oversee the technical operation of Attaché Financial System and SMS Finance Modules and providing technical training and support to users Review the financial application system processes and procedures, and update and make changes to the system and ensure make sure that the financial processes and procedures are correctly set up in the system Maintenance and upgrading of Attache and SMS software and monitoring of financial systems and troubleshoot problems encountered by Attache and SMS

### **Roles and responsibilities**

- Oversees Attache Financial System and SMS Finance Modules as a functional administrator (Supervisor) providing system implementations, administration, and daily support to existing applications.
- Recommends appropriate solutions to business before entry of financial information and reporting.
- Provides training and assistance to new and existing users.
- Set up the Financial systems for seamless integration between SMS and Attache
- Acts as liaison with IT and functional users of the SMS and Attache systems and ensures that all users have connectivity at all times.
- Assists with developing project plans for the deployment of new technology.
- Prepares documentation on financial application processes and procedures, as well as maintains documentation to include any updates or changes to processes.
- Implement financial processes and procedures to ensure that the systems are correctly set up for data entry.1 Page 2 of 4
- Ensures that all Management reports are generated in a timely fashion from the SMS and Attache systems.

### **Financial Systems Maintenance and Upgrade**

- Review, develop and maintain sound financial operating and information systems
- Attache - Systems Administrator for the Attache System which includes the modules and systems
- Day-to-day monitoring of financial system ad troubleshooting problems encountered by Attache and SMS
- EOY Reports - trial balances, balance sheet, and GL data are all intact, organised and reported
- Effective trouble-shooting - creating, enabling users and the user accesses, GL posting errors, commitments, linkages and integrations between subsidiary ledgers to the main ledger, and the various modules
- Provides monthly variance reporting from the financial systems to Heads of Budget units
- Assists with the Budget process
- Assists with the Audit trail process

### **Problem solving and impact**

- To resolve problems affecting the financial management system accounts of day-to-day business activities and programme
- To make decisions regarding the technical operation of Attache and SMS Financial Modules

## **Resource Management**

- To contribute to the overall management accounting system of the University financial information and reporting, budget maintenance and business planning
- To alert the Director of Finance to any issues of accounts systems related and software troubleshoots
- To contribute to the management of quality of financial information and reporting

## **Working Environment**

- To balance the competing pressures of knowledge transfer, administrative demands and deadlines.
- To skillfully work across departments and functions in the resolution of management accounting system issues.
- To take responsibility for conducting risk assessments and reducing hazards to staff working under his/her responsibility.
- To engage in continuous professional development.
- To understand and apply the principles of equality of opportunity in a support staff context.

## **Decision Making Authority**

- Provision of advice to staff working under his/her supervision.
- Assistance in the allocation of workload for area
- Maintenance of management accounting information and reporting of discrepancies

## **General Responsibilities**

- To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for own health and safety and that of colleagues
- To undertake other such other duties as may be reasonably expected.
- To ensure a healthy and comfortable working environment

## **Minimum Qualification**

Degree + 2 years' post-degree relevant industrial experience in Finance and Information systems OR  
Advanced Diploma +4 yrs. relevant industrial experience.

## **Experience**

### **Essential**

- A minimum of a degree in accounting and information system
- A professional membership certificate would be an advantage
- Sound working knowledge of financial management information systems
- Good verbal and written communication skills in the English language including report writing, active listening, flexibility, critical thinking, and the ability to multi-task and ensure effective time management
- Sound decision-making and reasoning skills, and the ability to develop ideas to solve problems and conduct operations analysis and quality control analysis
- Sound and effective interpersonal and work leadership skills to guide other personnel
- Minimum of 5 years experience in a supervisory role:

## **Terms and Conditions**

The position is for three (3) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.