

FINANCE SYSTEMS ANALYST

JOB DESCRIPTION



SALARY	£40,000 - £48,000
LOCATION	Leeds or London
WORKING PATTERN	Full time (37.5 hours per week), Hybrid
DEPARTMENT	Finance, Strategic Planning and Corporate Services

PURPOSE

The Finance Systems Analyst is responsible for delivering the divisional systems strategy, aligned with the overall systems and data strategies of the Group.

The role will lead the development, maintenance, and administration of key systems within the Finance division, enhancing existing functionality and ensuring strong foundations for the future. This will involve building excellent relationships stakeholders including third-party suppliers and partners to ensure MPS gets the most out of system functionality.

The role will work closely with the Member Experience, Digital & Data team to ensure system responsibilities are clear across the relevant divisions and appropriately documented. The role will support in embedding a digital and a change mindset across the division, working to enhance efficiencies and reinforce the importance of data quality, completeness and accuracy.

ACCOUNTABILITIES & RESPONSIBILITIES

Operational

- Conduct the day-to-day administration and maintenance of key finance systems, collaborating across divisional teams and with appropriate Member Experience, Digital & Data teams.
- Own the financial controls within key finance systems, ensuring these controls are documented and tested on a regular basis.
- Build and enhance existing reporting, direct from key finance systems, to support wider business activities
- Develop and lead the roadmap for the future of finance systems, ensuring that it supports business needs.
- Oversee the integration of finance systems (both from a project and BAU perspective).

Financial

- Support the department in setting and delivering operational budgets, ensuring an efficient and effective operating model which minimises cost and maximises contribution to financial sustainability without compromising Member experience.

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Member

- Contribute to the overall Member experience across MPS, ensuring finance systems are available and data is processed accurately.
- Lead on continuous improvement and lean system developments, including the delivery of automation solutions, to drive operational efficiency and improve Member experiences and outcomes.
- Promote an environment that ensures fair treatment and outcomes for Members as well as compliance with associated policies and standards set by Council, its committees and delegated authorities.

People

- Take personal accountability for own training, competence, performance and engagement of self and colleagues, ensuring clarity on own accountabilities and compliance with all governance, policy standards and processes.
- Take an active role in promoting a more inclusive environment which aligns with our commitment to celebrate and promote diversity.
- Build systems-based skills for the division which promote a digital mindset.
- Provide coaching and mentoring that develops and encourages continuous learning across the division.

Risk

- Create an environment where all colleagues recognise the importance of risk identification and management.
- Ensure the risks within key systems are documented, monitored and reviewed on a regular basis.
- Ensure appropriate and auditable business processes and system controls are in place for the division to operate within risk appetite.
- Comply with policies and regulatory requirements (as applicable).
- Support the development of longer-term plans to mitigate risks relating to inadequate resources.

Other

- Collaborate with the Member Experience, Digital & Data division to create system policies and controls that support the wider organisation's financial controls.
- Document and test the operational effectiveness of all finance systems' controls.
- Lead Finance change management, as well as the migration and decommissioning of systems, where necessary.
- Develop a matrix team of system experts to mitigate risks of critical roles or individuals.
- Implement system automation to support efficiency and innovation throughout the Finance division.

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- As the technological landscape changes, keep abreast of evolving technological innovation, market trends and best practice; recommend opportunities for MPS to become more efficient and effective in financial system practices.
- Deliver business focused, finance system related guidance to MPS projects and act as point of contact for key stakeholders to engage and reference all manner of finance system related challenges to enable the right business decisions.
- Monitor adherence to financial system controls, reporting this to relevant leaders across the business and liaising to resolve breaches.
- Undertake other duties and tasks that from time-to-time may be allocated to the role and which are appropriate to the level or role.

PERSON SPECIFICATION

Knowledge & Qualifications

- Knowledge of financial and/or management accounting.
- SQL query build and development
- PRINCE2 Qualification (*)
- AGILE Certification (*)
- Knowledge of Unit4 Financials, Proactis (P2P/S2C), Novus and/or Certify (*)

Skills

- Strong organisation and planning skills
- Excellent communicator – ability to communicate to a broad audience and proven stakeholder management skills
- Excellent people skills, driving strong colleague engagement
- Ability to troubleshoot and identify business and technical issues
- Detail orientated and diligent
- Innovative, flexible self-starter with excellent analytical skills.
- Matrix people management skills with an ability to adopt a coaching style and motivate (*)

Experience

- Experience of working in a global business
- Proven experience in delivering technical solutions
- Experience of collaboratively working with SMEs
- Working in a matrix environment
- Leading system changes.
- Experience of financial services / insurance in a regulated environment. (*)

All points marked with (*) are desirable and are not essential to the position.

We welcome applicants from all backgrounds, and we encourage you to apply even if you feel you do not match 100% of the technical requirements. Medical Protection Society prides itself in being a collaborative, forward-thinking and inclusive employer where everyone can be themselves and embrace each other's unique individuality, background or heritage.