

JOB DESCRIPTION

JOB TITLE:	Financial Systems Administrator
MANAGED BY:	Financial Accountant
GRADE:	7

BACKGROUND

The West of England Combined Authority is seeking to appoint a Financial Systems Administrator to join the Finance team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting to the Financial Accountant, the Financial Systems Administrator will play a crucial part in the development and continuous improvement of our Finance System 'Agresso'. You'll be responsible for developing and maintaining Agresso, as well as managing the end to end testing of all newly developed features and processes.

KEY RESPONSIBILITIES

- Assist in the development, maintenance and end to end testing of newly developed features and processes in Agresso.
- Manage requests for creation and maintenance of the core Finance master data in Agresso including new users set up and profiles, chart of accounts, costs centres, hierarchies, reporting and checking migrated data.
- Maintenance of attributes, rules, parameters and accounting structures within Agresso.

- Manage month end data loads and data from interfaces.
- Assist with the creation and maintenance of system training documentation, process maps, and standard operation procedures.
- Develop new reports as required to meet the needs of the business.
- Provide technical support to end users and provide end user training.
- Ensuring that users are kept up to date with project and support work.
- Conduct regular user audits and system reconciliations to support a robust control environment.
- To challenge and improve financial systems, processes and controls.
- Assist in the preparation of financial reports, analysis, and relevant reconciliations as and when required.
- Any other duties as requested commensurate with the grade.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Minimum University degree, ideally in Finance, Business Administration or IT
- Sound understanding of integrated accounting systems

Experience

- Experience of finance system administration and development

Skills and Competencies

- Strong verbal and written communication skills at all levels
- Ability to work to deadlines and under pressure
- Interpersonal skills, flexibility of approach, drive and enthusiasm
- Methodical approach with excellent planning and organisational skills
- Process-driven with a hands-on attitude
- Excellent team-worker
- High levels of integrity, accuracy and attention to detail
- Advanced Excel skills.

DESIRABLE

Qualifications and Knowledge

- Experience of local government finance.
- Agresso system and project experience, system upgrades and improvements
- AAT or equivalent qualification or training towards that qualification.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £10.42 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

