



Promoting · Supporting · Influencing

Job Description and Person Specification

Finance Systems Coordinator

Fixed term: 12 months

| | |
|---|-----------------|
| FTE | 1.0 |
| Permanent work location | RCM London HQ |
| Reporting and accountable to | Head of Finance |
| Line management responsibilities | No |
| Travel requirements | No |

Role outline

The key purpose of this post is to be a proactive member of the project team transforming the RCM's accounting, payroll, procurement and expenses systems alongside our processes and ways of working as we move to cloud-based solutions over the next 12 months.

The RCM's Finance Systems Coordinator will work closely with the RCM's Project Coordinator and Head of Finance to ensure the smooth delivery of the project. Gathering insight from our finance team and other stakeholders e.g. budget holders and employees submitting expenses, the postholder will help us to and implement a system that is effective, efficient and user friendly. The role will support relationship management with our external system partnership team to ensure delivery according to the project plan.

The role will also contribute towards day-to-day finance team processes to build an understanding of current ways of working and support the rest of the finance team where capacity allows.

Current finance systems used are:

- Sage Line 50- accounting and purchase ledger
- Sage Payroll
- Soprano- expenses and procurement

Key responsibilities

- A. Delivery of the finance system implementation project according to the project plan
- B. Working closely with the Project Coordinator and Head of Finance at each stage of the project life cycle
- C. Collaborate and work effectively with external stakeholders to deliver the project e.g. external system delivery team and outsourced IT providers
- D. Actively contribute to and coordinate the process of reviewing and updating financial systems and procedures, acting as a critical friend to the finance team to focus on ways that we can optimise our processes, reporting and ways of working
- E. Engaging Team RCM as internal stakeholders in the project through communications and presentation updates considering key audiences to ensure that business adoption is to a high level e.g. budget holders, management reporting and expenses submissions
- F. Lead on the process mapping, data migration and testing phases of the finance systems implementation project
- G. Write and present management reporting to update on progress of the project
- H. Supporting the finance team with internal transactional financial processes as required
- I. Supporting and training other RCM employees to use financial systems
- J. Ensure compliance with relevant Data Protection legislation
- K. All roles at the RCM are expected to contribute towards and live the RCM Staff Team Vision

Person Specification

| | Essential |
|--|-----------|
| Experience of implementation and integration of finance systems across the full lifecycle as a subject matter expert | ✓ |
| Highly IT and systems literate, with advanced Microsoft Excel skills | ✓ |
| Understanding of financial processes, how the finance function operates and management of financial information | ✓ |
| General and management accounting knowledge | ✓ |
| Recognised accountancy qualification | |
| High quality of relationship management and customer service | ✓ |
| Experience managing finance system data migrations and reviewing and mapping financial processes | ✓ |
| Experience of working as part of a wider finance team | ✓ |
| A clear communicator, both verbally and in writing | ✓ |
| Ability to problem solve, prioritise and plan | ✓ |
| Attention to detail and high accuracy level | ✓ |
| Experience of working with confidential and sensitive information in line with GDPR requirements | ✓ |
| Worked within a small to medium sized organisation | ✓ |
| Worked within a membership organisation | |

Team RCM Skills

- A. Strong IT skills, including proficiency in Microsoft Office 365.
- B. Excellent communication skills, both written and verbal.
- C. The ability to be flexible and adaptable.
- D. A focus on performance and output.
- E. A high level of commitment.
- F. The ability to take responsibility and to deliver in a timely fashion.
- G. Cross functional team working.
- H. Managing competing priorities.

The post holder may be required to carry out other duties as are within the scope, spirit, and purpose of the job.