**Job Description**

**Job title:** Senior Finance Systems Analyst

**Department:** Business Services

**Location:** London / Manchester / Leeds

**Reporting to:** Financial Controller

**Hours:** Full-time role (5-days, 35 hours per week), 2 days per week may be worked at home, subject to the requirements of the firm’s home working policy. Office hours are 9.30am to 5.30pm Monday to Friday

**Contract:** Permanent, full-time

**Overall purpose of the role**

The Senior Financial Analyst will coordinate and participate in the design, testing, implementation, and review of automated financial and accounting systems Elite 3E and processes.

**Objectives of this role**

* Work with project team in reviewing financial accounting work processes for new PMS implementation of Elite 3E systems, and procedures for efficient workflow and conformity with accounting principles.
* Review the internal controls and security of all automated accounting applications to ensure conformity with auditing standards.
* Gather and compiles information on processes, organizational structure, computer technology, policies, and procedures.
* Assist with the analysis and review of the proposal for Elite 3E system related to financial accounting methods, policies, and procedures; recommends improvements.
* Come forward with system design alternatives thus identifying potential improvements to existing processes.
* Collaborates with appropriate staff to gather input and feedback concerning system needs.
* Resolves issues and problems related to system platforms.
* Maintains or assists with maintenance of accounting information systems.
* Manages and/or facilitates the procurement, development, and implementation of Elite 3E.
* Prepares or oversees preparation of specifications and technical documentation such as user manuals for new and revised PMS.
* Performs other duties as assigned.

**Required skills and qualifications**

* Excellent organizational skills and attention to detail.
* Strong analytical and problem-solving skills.
* Strong supervisory and leadership skills.
* Thorough understanding of generally accepted accounting principles (GAAP).
* Thorough understanding of methods of systems analysis and the principles, design, and procedural methods used in computer and database development.
* Thorough understanding of project management.
* Proficient with Microsoft Office Suite or related software.
* Bachelors degree in Accounting, Finance, or related field required.
* Five years of professional experience as an accountant, auditor, or computer programmer analyst OR valid Certified Accountant certificate with at least three years of professional experience as an accountant, auditor, or computer programmer analyst.
* Is Elite 3E proficient and has been involved in various implementation of PMS.