

**Assistant Systems Accountant**

**JOB DESCRIPTION**

**Job title**: Assistant Systems Accountant

**Based**: The Old Police House, London, Hyde Park W2 2UH with travel to the other parks when required.

**Salary**: £45,000- £50,000 per annum, depending on experience

**Terms**: 18-month contract on a full-time basis, 36 hours per week, including agile working options.

26 days annual leave plus public holidays [increasing to 29 days after 3 years’ service].

 A pension scheme and healthcare plan are available.

**Reporting to:** Systems Accountant

**Responsible for:** No direct reports

**Internal relationships:** Finance team, other staff throughout the organisation.

**External relationships:** Suppliers and customers

**BACKGROUND**

The Royal Parks is a charity created in March 2017. We manage over 5,000 acres of diverse parkland, rare habitats and historic buildings and monuments in eight Royal Parks across London. These are: Hyde Park, Kensington Gardens, The Green Park, St James’s Park, The Regent’s Park and Primrose Hill, Greenwich Park, Richmond Park and Bushy Park. We also manage other important public spaces including Brompton Cemetery and Victoria Tower Gardens. Our eight Royal Parks and other public spaces are among the most visited attractions in the UK with 77 million visits every year.

In 2022, the Board of Trustees set out a bold new 5-year strategy for the charity to ensure ongoing improvements and investment in the parks and the enabling infrastructure including central support functions.

As part of this investment the finance department has embarked on an exciting period of modernisation and transformational change. We are investing in our capabilities as well as implementing a new finance system for go live in April 2024 - Microsoft Dynamics Business Central.

**JOB PURPOSE**

This is a key role for the department and forms a central part of TRP’s system governance and support structure.

As Assistant Systems Accountant you will support the Systems Accountant, Head of Finance and wider finance team in the management, administration, and development of TRP’s Finance System - Microsoft Dynamics Business Central, and associated systems within the financial control environment.

You will be instrumental in championing our internal processes and the benefits of our systems, and in the wider development of a ‘finance as a service’ model.

You’ll support system users by acting as first line support, provide training and user guides, and working to maintain and improve processes. You’ll also take ownership of areas of the internal coding structure and support wider departmental activities through a range of reporting and analysis. You’ll have a strong understanding of accounting principles and an aptitude for systems and data. This role would suit someone with a keen interest in developing their career in systems accounting.

**MAIN DUTIES/RESPONSIBILITIES**

**Support**

1. Act as the Finance System SME and first point of contact for finance and business users regarding system issues, errors, and queries.
2. Maintain the system support model through the effective management of the finance helpdesk.
3. Support and lead on the creation of training materials and process documentation.
4. Lead on end user new starter and refresher training using system data to target non-compliance and/or knowledge gaps within the existing user base.
5. Champion the system across the business.

**System maintenance & development**

1. Maintain system user accounts including setup, changes and removing users across the finance and associated systems.
2. Maintain the chart of accounts and coding structure in line with departmental processes and controls.
3. Update and maintain system workflows including assigning coding permissions, documents and approval roles ensuring compliance with policy.
4. Utilize sound accounting knowledge to identify areas for the improvement of controls within the finance system.
5. Support members of the Finance Leadership Team in leveraging the system and data to building strong internal controls and processes.
6. Support the system development roadmap including completing UAT testing, data validation, end user training in new features and gathering feedback from system users.

**Accounting**

1. Take responsibility for elements of the interim and year end audit as required.
2. Support the creation of business reports, KPI’s and dashboards as required.
3. Complete periodic validation checks on imported system data.
4. Support the Finance Leadership Team in the analysis of compliance to processes and policies throughout the system.
5. Support wider finance team operational activity and projects as required.

**PERSON SPECIFICATION**

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| **Selection criteria** | **Essential / Desirable** |
| **Qualifications** |
| * Part Qualified Accountant
 | **E** |
| **Experience** |
| * Experience working with Microsoft Business Central or similar ERP system, preferably with experience of system administration and/or setup.
 | **E** |
| * Experience working with financial controls or in a process control environment.
 | **E** |
| * Experience working as part of a support services team providing high quality customer service.
 | **D** |
| **Skills, knowledge, and ability** |
| * Demonstratable knowledge of a finance function and its outputs.
 | **E** |
| * Knowledge of Microsoft Dynamics – Business Central
 | **D** |
| * Strong IT skills including intermediate Excel
 | **E** |
| * Effective time management skills with the ability to priorities and organise workloads effectively.
 | **E** |
| * Excellent communication skills with the ability to build effective working relationships and provide high quality customer service to stakeholders across all levels of the business.
 | **E** |
| * High level of accuracy with excellent attention to detail
 | **E** |
| * Able to clearly explain complex financial processes and principles to non-finance staff.
 | **E** |
| * An interest in constant improvement and leveraging systems to aid business solutions.
 | **D** |
| **Other** |
| * Commitment to The Royal Parks’ values of being responsible, excellent, inclusive, open, and respectful, and a commitment to building and supporting diverse and inclusive teams.
 | **E** |
| * Affinity with TRP’s charitable objectives and purpose
 | **D** |

The Royal Parks is committed to creating a diverse and inclusive workplace and is an equal opportunity employer. We encourage applications from candidates from all backgrounds and successful candidates will be appointed on merit.