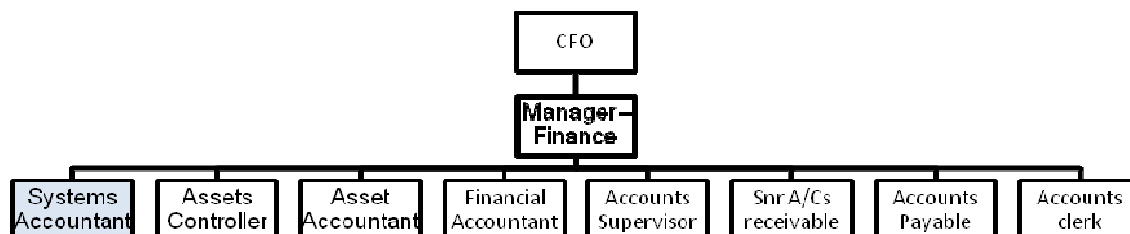


JOB DESCRIPTION

Job title:	Systems Accountant
Work unit:	Finance
Responsible to:	Manager, Finance
Responsible for:	No direct reports
Job purpose:	<p>This job exists to:</p> <p>Work with the Information Technology department (IT) on JDEdwards (JDE) improvements, business enhancements and other system developments from a Finance perspective. Act as the JDE super user for the company.</p> <p>Provide support to the accounting team.</p>
Date:	December 2009

Organisation context:



Functional relationships:

External

Suppliers of specialist technical skills
Company auditors

Internal

Finance team
Business intelligence team
IT& T team
Business Solutions team
Project steering group
General managers, managers and other staff

Key performance indicators:

The position of Systems Accountant encompasses the following major functions or Key Performance Indicators

- Improving business processes
- JDE super user
- Training & Development of JDE
- Testing of JDE updates, upgrades and developments
- Company contribution

The requirements in the above key performance indicators are broadly identified below:

Key performance indicators for this role:

<i>What am I supposed to do?</i>	<i>How well am I supposed to do it?</i>
<p>1 Improving Business Processes</p> <ul style="list-style-type: none"> ▪ Manage the implementation of several enhancements to the JDE system or other business systems, from a finance perspective, to improve the efficiency of processes, effectiveness of systems and controls and the usefulness of information to make informed decisions for AIAL. ▪ Improve business process and enhancement needs of specific projects throughout the Companies various divisions e.g. reporting systems, job costing systems, automated retail sales reporting etc. ▪ Assist in the scoping and prioritisation of upgrades and enhancements of JDE. ▪ Ensure the projects have finance consideration of controls, audit procedures and efficiency of processes for users. ▪ Communication of change management and finance related issues of specific projects within stakeholders such as finance team, Fusion5, IT&T and other users 	<ul style="list-style-type: none"> ▪ JDE enhancements and scoping are prioritised ▪ Financial considerations of controls, audit procedures and efficiency of process for users have been developed for all projects ▪ Evidence of attending meetings with stakeholders ▪ Evidence of communication within the stakeholders of change management and finance related issues of specific projects ▪ Efficiencies have been gained from JDE upgrades and enhancements as well as specific projects for business improvement ▪ JDE and specific projects are lead effectively by identifying enhancements and implementing new modules and delivered efficiently from a Finance perspective
<p>2 JDE Super user</p> <ul style="list-style-type: none"> ▪ Take a lead role in the finance team in JDE upgrades and implementing of new modules and enhancements of JDE. ▪ As JDE super user provide content expertise to end users and resolve issues as required. ▪ Manage issues logged on i-help and review monthly i-help report on support and issues. 	<ul style="list-style-type: none"> ▪ Assistance given to resolve issues on i-help by providing financial knowledge to ensure the smooth running of JDE. ▪ Monthly reviews on i-help reports are carried out. ▪ Users of JDE have an effective method of resolving minor issues before escalation to external support

<i>What am I supposed to do?</i>	<i>How well am I supposed to do it?</i>
3 Training & Development of JDE <ul style="list-style-type: none"> Train other users on JDE. Ensure all users are kept up to date with JDE systems and related issues. Develop and improve JDE systems as required by users. 	<ul style="list-style-type: none"> Projects are delivered effectively through training finance users. Evidence of training with stakeholders on JDE systems and JDE related issues. Systems have been developed and improved.
4 Testing of JDE updates, upgrades & developments <ul style="list-style-type: none"> Conduct / co-ordinate finance user acceptance testing. Manage and resolve issues logged on i-help with monthly reviews of i-help reports Develop and maintain test scripts for testing of JDE changes 	<ul style="list-style-type: none"> Test scripts mitigate project risks User acceptance testing completed effectively Issues on i-help are managed, resolved and reviewed on a regular basis. JDE scoping and prioritisation of upgrades and enhancements have been carried out.
5 Company contribution <ul style="list-style-type: none"> Ensure all Health and Safety policies and procedures are followed Meets company administration requirements, e.g. leave forms, prepare, participate and follow through in performance development processes Ensure all company policies and procedures are followed 	<ul style="list-style-type: none"> Evidence of company policies and procedures being followed on time and as required.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

This section may be stapled directly into the Performance Development forms (Part 1 – Expected Results).

Work complexity:

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> Be able to develop a comprehensive project plan and consult key stakeholders throughout a project implementation. To overcome roadblocks effectively & efficiently with regard to project and external reporting timelines. Lead and manage a project, user acceptance testers and end users to get projects completed on time and on budget.

Relationship skills:

Key internal and/or external contacts	Nature of the contact most typical <i>e.g. courtesy, giving/receiving information, explaining things, liaising, advising, gaining co-operation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading.</i>
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Manager Finance and project steering group	Advising on project progress status.
General managers, managers and other staff	Allocation discussions and project communication, business process enhancement needs assessment, end user training and facilitating user acceptance testing as required.
Suppliers of specialist technical skills	Liaising with external providers, negotiating and resolving any conflicts with the delivery, gaining advice from subject matter expert.
Finance/Business Intelligence team	Giving/receiving information, facilitating and leading user acceptance testing, resolving any JDE related issues.
Information technology/Business solutions team	Liaising with IT regarding JDE upgrades, enhancements and other relevant IT project developments, giving/receiving information, negotiating and prioritising projects, providing assistance with i-help issues and support.
Project teams	Leading and supervising project teams to get projects delivered on time and on budget.
Company auditors	Giving information on project changes within finance.

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Qualified Chartered Accountant (CA). 	<ul style="list-style-type: none"> Tertiary level qualification in systems University degree in Accountancy

Knowledge/Experience

Essential	Desirable
<ul style="list-style-type: none"> Minimum of 3-5 years post qualifications experience. Leadership skills and project management skills to drive projects forward Advanced computer skills, experience in ERP systems especially JD Edwards (Peoplesoft, Oracle, SAP etc). Change management experience 	<ul style="list-style-type: none"> Having a wide breadth of experience in Finance Understanding of AIAL's or similar business

Key skills/attributes/job specific competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	Project management Problem solving and analysing
Advanced level	System and database structures. Change management Relationship management skills Report writing Verbal and written communication skills Organisational skills
Working Knowledge	Wider accounting and finance environment

	System security and control
Awareness	Health & safety environment. AIAL business environment

Key behaviours – “our spirit”

All employees are measured against the following Effective Behaviours from “our spirit” as part of Performance Development:

- Act like you own the business
- Think like a customer
- Be passionate and accountable
- Work together
- Keep lifting our game

Personal Attributes

- Analytical
- Diligent
- Committed
- Confident
- Excellent communication skills
- Ability to develop relationships

Change to job description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Manager/Supervisor

Date

Employee

Date