**JOB DESCRIPTION**

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| **Job title** | Finance Systems Analyst | |
| **Sector/Function** | IMT – Information Management and Technology | |
| **Department** | Business Support Applications (BSA) | |
| **Reports to** | Head of Business Support Applications | |
| **Grade** | Grade 4 | |
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| **Job purpose** | Support our Finance applications customers to ensure functionality across the application suite is aligned with business need.  Updating data within applications to ensure data integrity for scheduled events e.g. new tender wins, financial planning and year end.  To resolve incidents and problems with business applications promoting a high level of application availability. | |
| **Key accountabilities** | **Incident and Problem Management:**   * Provide 2nd line support for Finance application incidents through to resolution. * Complete root cause analysis to resolve incident and problems that arise with Finance applications.   **Stakeholder Management**   * Capturing business requirements to ensure finance applications content is aligned with business need. * Capture and understand reporting requirements for Finance applications. Assess what reports by their nature need automation and therefore application development.   **Quality and Assurance:**   * Support development team in functional and application testing and production acceptance testing * Applying change management for application upgrades and development.   **Insight:**   * Support and guide business through reporting opportunities across Finance applications to promote decision making. | |
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| **Dimensions** | Direct reports | N/a |
| Total staff overseen | N/a |
| Internal contacts | All users of Business Support Applications including operational and central services’ staff, IMT Team |
| External contacts | Business Support Applications providers |
| Planning outlook | 12 months |
| Problems solved | Technical, governance, data management and integrity |
| Financial authority | N/a |