ROBINSON COLLEGE
STANDARD OF PERFORMANCE JOB DESCRIPTION

JOB TITLE Systems Project Manager - Finance
RESPONSIBLE TO Head of Finance
RESPONSIBLE FOR N/A

MAIN PURPOSE:

- To act as the project manager in the transition and implementation of a new finance system for the Finance Office.
- To liaise with stakeholders across the College to determine the specification of the new finance system to ensure that it will effectively meet the immediate and future needs of the Finance Team and the wider College.
- To identify reporting needs in the finance department and other parts of the College and ensure the new system can meet those needs.
- To design and document robust processes around the new system and manage the change. This will involve working with the Finance Team as well as other stakeholders across the College.
- To undertake the effective and smooth implementation of the new finance system, including working closely with the third party provider, IT department and staff in the finance department as well as other parts of the College.
- To ensure the new system works effectively with the current software packages in place as applicable.
- To upgrade and transfer the data and manage the set-up process.
- To perform and lead this project to a high standard and as required by the College and the senior leadership team.
- To take accountability for the project and the implementation.
- To test the system and resolve any problems following implementation.
- To undertake training on the new system with key stakeholders.

KEY AREAS AND STANDARDS OF PERFORMANCE:

1. TASK LIST AND RESPONSIBILITIES:

   The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc. basis.

1.1 To act as a key member of the Finance Team and forge strong relationships with both internal stakeholders including the IT Team as well as external stakeholders to implement the new finance system as identified.
1.2 To build and design robust finance system processes, whilst assessing and understanding the needs of the College for the new system.
1.3 To manage and migrate finance data, and lead and support on the transition from the old system to the new finance system.
1.4 To ensure the Finance Team have strong confidence in the delivery of the
project, upgrade, changes and transfers that are required.

1.5 To assist, identify, and implement any improvements needed to processes within the Finance Team to support this project.

1.6 To assist with making technical improvements as required.

1.7 Establish best practices for the new finance system and design system guides or procedure documents for users where required.

1.8 To be experienced in change management and take responsibility for the success of the project.

1.9 To work on other ad hoc projects as requested by the Head of Finance.

2. ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS:

Willingness and enthusiasm with which work is carried out.

2.1 To be reliable in the carrying out of instructions and tasks and to operate on a “right first time every time” basis.

2.2 To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly.

3. PRODUCT/TECHNICAL KNOWLEDGE:

The knowledge and experience required to carry out this job to the expected standard.

3.1 To have a strong finance systems knowledge.

3.2 To develop general knowledge of the College location and layout, other departments’ services and products and this department’s services and products.

4. ATTITUDE & BEHAVIOUR:

Positive interaction with other members of the team, supervisors and managers. General demeanour whilst at work.

4.1 To empathise with the individuals within the team to form positive relationships.

4.2 Positively participate to help create a good team atmosphere.

4.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.

4.4 Honest and trustworthy. Pleasant in nature.

4.5 Keep your line manager advised of matters which may affect the smooth running of the department.

4.6 Demonstrate an understanding of other departments’ requirements and be supportive and helpful to them.

5. HEALTH & SAFETY & OTHER LEGAL ASPECTS:

The carrying out of duties so that self and others are not put at risk from general hazards.
5.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.
5.2 Report any hazards that you observe.
5.3 Adhere to the Health & safety policy and procedures at all times.

**PERSON SPECIFICATION**

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDUCATION &amp; TRAINING</strong></td>
<td>• Experienced Systems Accountant or Finance Systems Manager.</td>
<td>• Knowledge of Sage or Microsoft Dynamics</td>
</tr>
<tr>
<td></td>
<td>• Relevant Finance qualifications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Degree or equivalent.</td>
<td></td>
</tr>
<tr>
<td><strong>WORK EXPERIENCE</strong></td>
<td>• Experience in delivering new complex finance systems.</td>
<td>• Experience of delivering a similar project in a collegiate or higher education environment.</td>
</tr>
<tr>
<td></td>
<td>• Demonstrable experience of leading on data migration projects, user acceptance testing and integration and process review.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Demonstrable experience in Finance Project Management.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Experienced in change management.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Good working knowledge of finance procedures and legislation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Experience ensuring compliance with relevant legislation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Self-motivated to update own knowledge on relevant legislation when necessary due to updates and changes.</td>
<td></td>
</tr>
<tr>
<td><strong>INTELLIGENCE/APTITUDE/ATTITUDE</strong></td>
<td>• Understanding and knowledge of a range of finance systems.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Strong attention to detail.</td>
<td></td>
</tr>
<tr>
<td><strong>PERSONALITY/INTER-PERSONAL SKILLS</strong></td>
<td>• Excellent organisational skills.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Good interpersonal skills and the ability to form strong relationships with people at all levels within the College.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Excellent written and oral skills.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Excellent IT skills with strong knowledge of Microsoft Office programmes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Able to understand and identify the needs of stakeholders involved in projects.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Meticulous accuracy and attention to detail with the ability to spot discrepancies and issues before they arise.</td>
<td></td>
</tr>
</tbody>
</table>
Able to treat sensitive, confidential information with discretion and integrity where necessary.

| CIRCUMSTANCES       | Commutable distance to Cambridge city centre Grange Road area. |

DETAILS:

- Commencing January 2021.
- This is a fixed term contract for the purpose of project work which, unless terminated sooner, will be for 9 months or upon the completion of the project, whichever is sooner.
- Salary dependent on experience up to £40,000 FTE.
- Part time role 30 hours per week.
- A satisfactory basic DBS check will be required.