

Kent County Council

Job Description: *Finance Systems Analyst*

Directorate:	Adult Social Care and Health
Unit/Section:	Transformation Delivery & Support Unit – Systems Team
Grade:	KR9
Responsible to:	ASCH Senior Systems Development Officer

Purpose of the Job:

The purpose of this post is to support the Senior Systems Development Officer by working closely with operational and finance colleagues to assess and manage the effectiveness of existing finance systems within Adult Social Care and Health (ASCH), resolve finance issues, and assist in ensuring requests for change or improvements are implemented.

Main duties and responsibilities:

- Support the Senior Systems Development Officer to build positive relationships with operational and finance managers and teams, respond to business needs, and resolve finance issues and requirements.
- Investigate Mosaic finance queries and issues raised by stakeholders, and provide a responsive service to system troubleshooting, change requests and new system requirements for finance and case management across ASCH.
- Manage specific pieces of work delegated by the Senior Systems Development Officer and ensure allocated work follows change control processes and is completed within agreed timescales.
- Support partners to facilitate finance and operational changes and improvements to all ASCH systems, advising knowledge of business requirements where appropriate to ensure systems are fit-for-purpose.
- Deputise for the Senior Systems Development Officer when required to ensure continuity of service for finance and operational colleagues and support the business needs
- Ensure all system and process changes consider, and are compliant with, information governance requirements, Adult Social Care and Health policies, practice standards and service requirements to reduce the risk of data breaches and poor inspection ratings and protect Kent's residents and our service providers from financial difficulties.
- Work closely with colleagues in Systems and Performance teams to plan the development, configuration and implementation of new systems and system requirements, supporting subject experts, Training and Testing Manager and Senior Systems Operations Officer with operational knowledge.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Finance Systems Analyst*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	NVQ level 3 or equivalent qualification.
EXPERIENCE	<p>Experience of using advanced Microsoft applications.</p> <p>Experience of using Adult Social Care and Health systems.</p> <p>Experience of developing new business or IT system processes.</p> <p>Experienced in establishing relationships across a wide range of services.</p> <p>Proven experience of project management and ability to deliver outcomes within tight deadlines.</p> <p>Proven experience of identifying and rectifying system issues.</p>
SKILLS AND ABILITIES	<p>Ability to work with colleagues from different teams and across organisational boundaries to achieve shared goals.</p> <p>Ability to prioritise workload and work to deadlines.</p> <p>Ability to continually adapt to a changing environment.</p> <p>Excellent oral and written skills.</p> <p>Ability to use technical knowledge and expertise to identify and resolve complex problems, including understanding of technical infrastructure and architecture of management information systems to identify efficient ways of working.</p> <p>Developed presentation and communication skills with the ability to articulate complex concepts and ideas impartially to non-specialist audiences.</p> <p>Strong organisational skills.</p>
KNOWLEDGE	<p>Data protection requirements, particularly those relating to data sharing across agencies.</p> <p>Proficient understanding of Adult Social Care and Health business needs and current systems.</p>
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making.</p>

