



1 Advertisement

Post Title: Business Systems Analyst

School/department: Finance Division

Hours: Full time or part time hours considered up to a maximum of 1 FTE

Requests for flexible working options will be considered (subject to business need).

Core working hours are 8.30am to 5pm Monday to Friday

Location: Brighton, United Kingdom

Contract: Fixed term for 2 Years

Reference: 10401

Salary: starting at £35,333 to £42,155 per annum, pro rata if part time

Placed on: 11 January 2023

Closing date: 03 February 2023. Applications must be received by midnight of the closing date.

Expected Interview date: to be confirmed

Expected start date: as soon as possible

The University of Sussex is a dynamic, innovative top 50 university. With a campus based in the South Downs National Park but just a few minutes from the city of Brighton and Hove, it provides an excellent working environment in a remarkable setting, combined with all that the city has to offer.

Creative thinking, intellectual challenge and collaborative working are fundamental to a Sussex education and that is reflected in our workplace too. This is an exciting chance to join a team working at the center of the University.

Within the University's Finance department, the Finance Systems Team are responsible for the development and maintenance of core financial systems, including Unit4 ERP (Agresso). We continuously strive to obtain value for money from all finance systems through tactical projects and providing continuous improvements, including upgrades. The Team are also responsible for resolving 2nd & 3rd line queries and issues from users, providing fixes and/or configuration changes to improve system functionality.

The Team operate a hybrid working model with team members expected to be on site (on average) 2 days a week to ensure we provide the best possible support to our users.

The Business Systems Analyst will work closely with Finance and IT colleagues and will be responsible for planning, testing, and configuration of Unit4 ERP modules. The ideal candidate will have excellent technical knowledge of the Unit 4 ERP system and will have worked in a hands-on capacity to support, improve and develop the system.

Key responsibilities:

- Analyse the University's Finance systems and processes, primarily focusing on Unit4 Sales to Cash modules and third-party payment solutions
- Seek to leverage efficiency/effectiveness by studying its needs, its operating model, its workflows, and its technological systems.

- Make recommendations, configure and implement changes that will improve efficiency/effectiveness and oversee technical development projects.
- Own and manage projects from concept to implementation.

Please contact Keren Flack at k.i.flack@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

<https://www.sussex.ac.uk/finance/>

The Finance Division is led by the Director of Finance and comprises some 80 staff who provide high quality finance and procurement functions co-located with other professional services and senior management at Sussex House on the University campus at Falmer. The Division provides advice and information on all financial matters to all schools and professional services at the University of Sussex.

The University's annual budget is c£320m and the Division plays a key role in managing budgets, forecasting and reporting as well as supporting the development of the University's existing capital and service portfolio. These portfolios include a complex and challenging range of strategically and financially significant projects to support the delivery of the University's ambitious strategy to 2025 and beyond. This includes state of the art facilities for teaching and research, investment in IT systems to ensure delivery of a world class customer experience for our students and other innovative and sector leading projects. The Division is continually renewing itself and its ambitions to provide consistently high quality services to the University, equipping staff across the University with excellent financial literacy, capability, competence and confidence and supporting the achievement of value for money through improved processes and support, better access to suitable suppliers and improved commercial terms.

3. Job Description

Job Description for the post of: Business Systems Analyst

Department:	Finance
Section/Unit/School:	Finance Systems Team
Location:	Sussex House
Grade:	7
Responsible to:	Finance Systems Manager
Responsible for:	N/A

PRINCIPAL ACCOUNTABILITIES

- Work with key stakeholders to critically evaluate Unit4 and other 3rd party data, systems and processes to identify opportunities to leverage improvements to efficiency and effectiveness.
- Create/update process and data flowcharts and associated documentation
- Develop proposals to realise identified improvements, where appropriate adhering to University's project governance framework, developing initial project plan, including scope, resource plans and costs of an implementation project based on the outcomes from an initial feasibility project. Get the project plan through initial approval.
- Provide the day-to-day leadership and management of projects, through all aspects of the project life cycle, coordinating project members, and liaising closely with the project sponsor.
- Work with key stakeholders across the institution, manage the key communications for the project, liaising with project team members and internal and external stakeholders.
- Undertake product selection and procurement activities to ensure the achievement of project objectives, product fit and best value.
- Coordinate project, service and business readiness activities via a transition plan.
- Implement changes in line with Change control policy

KEY RESPONSIBILITIES

Identify Opportunities

- Undertake detailed analysis of data, systems and processes, identifying opportunities to leverage improvements to efficiency and effectiveness.
The focus of the evaluation to include, but not limited to:
 - Customer Masterfile
 - Data usage
 - Sales ledger transactional data
 - Students and Sponsors
 - Payment methods (in line with Payment strategy)
 - Online
 - Telephone
 - Debt collection and statements
 - Bank reconciliations
 - Automation
 - Data capture
 - Customer Payments
- Create/update process and data flowcharts and associated documentation

- Document and discuss findings with key stakeholders
- Assess opportunities to maximise impact
- Develop detailed proposals and provide expertise and support in understanding the impact of the recommended action, assisting build plans for implementation

Deliver and Lead the Project Lifecycle

- Lead the design and delivery of support materials for implementation plans where appropriate
- Within the scope of the projects, manage all aspect of the project lifecycle including; scope, timelines, resources, risks and issues, relationships, training and communication
- Develop and implement a rigorous plan, ensuring it is delivered by appropriate parties
- Implement agreed changes in line with Change control policy

Project Leadership and Management

- Ensure project managed in line with institutions project management methodology
- Coordinate project, service and business readiness activities
- Work with the project team and project office support colleagues, to deliver the project objectives, delegating, coaching and guiding as needed
- Work with stakeholders ensuring delivery to project specification.

Stakeholder Engagement

- Identify and manage project dependencies; work closely with business areas to identify priorities and jointly ensure that the most appropriate way is found for the priorities to be met.
- Work with stakeholders, providing information and ensuring technical information is understood

Procurement and Contract Management

- Undertake project procurement activity
- Manage supplier contracts connected to the project delivery

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

4. Person Specification

Essential Criteria:

- Demonstrable experience of developing and configuring Unit4 ERP system to meet the demands of the organisation
- Extensive functional knowledge and operational experience of all areas within Unit4 Sales to Cash modules and associated 3rd party payment methods
- Strong analytical and conceptual skills in analysing and interpreting operational issues, formulating options, and proposing and implementing solutions
- Strong understanding of financial and accounting processes
- A track record of initiating and managing projects.
- Highly organised with the ability to manage multiple projects, prioritising, delegating tasks and ensuring milestones are met.
- Demonstrably strong influencing, negotiating and communications skills with the ability to listen and respond to the needs of a wide range of stakeholders at all levels.
- Excellent oral and written communication skills, as well as an ability to communicate technical and complex messages effectively with all levels of staff.

Desirable criteria:

- Experience of implementing 3rd party payment solutions, WPM and Western Union
- RERX report writing
- SQL skills
- Experience of the HE sector
- Experience in an ITIL environment