

Job Description

Post title: Implementation and Test Analyst - Finance
Grade: UH7
School/Department: Finance/Systems Team
Responsible to: Head of Finance System Development
Responsible for: N/A

MAIN PURPOSE OF THE JOB

This role will be key in the development, maintenance and operation of additional Finance System modules and functionality, required for and to support the implementation of the new student records system and support digital transformation objectives.

RESPONSIBILITIES AND DUTIES

- You will oversee the testing of all relevant aspects of the finance system covering all relevant user personas.
- You will complete all assigned testing activities, collaborating with the project managers to report and update progress and highlight and escalate risks and issues as part of the project management governance framework.
- Your role will ensure that test scripts are produced and executed against and that they adequately support and reflect the scope and functionality of the system.
- You will be responsible for supporting end user acceptance testers in readiness for go live.
- You will support the training of the solution to all end users to ensure readiness for go live.
- You will coordinate all resources involved in the testing phase and provide guidance and structure to assist with completing testing expectations.
- You will be part of a collaborative team who works with the supplier, and you will report to the project manager to update progress and execute on allocated tasks.
- You will assist in the final testing checks and readiness prior to go live in the production environment, reviewing, validating and reconciling all test plans and checks for sign off and acceptance.
- Contribute to the creation and maintenance of team processes and documentation.
- Strengthen individual and team expertise in systems by engaging in training, pursuing self-directed learning, and actively participating in professional forums and networks.
- Provide knowledge and experience to support team and colleague development.
- You will be responsible for delivering against a test plan which can then be transitioned to the business-as-usual teams post go live for future releases.
- You will anticipate challenges and seek support to rapidly adapt plans which are essential in navigating the complexities of a large-scale system implementation. In addition, you will contribute to the continuous improvement of project management practices, championing efficiency and quality throughout the project lifecycle.

SUPERVISION RECEIVED

The Implementation and Test Analyst – Finance reports to the Head of Finance System Development and works independently within the assigned responsibilities. Teamwork and collaboration with other professionals is required.

SUPERVISION GIVEN

The Implementation and Test Analyst - Finance will work in coordination with other staff members to utilise datasets and management information reports but will not provide any direct supervision.

RESPONSIBILITY FOR BUDGETS

There is no direct responsibility for budgets.

RELATIONSHIPS/CONTACTS

Internal: Staff across the University in Academic Schools and Professional areas, all Finance Department Personnel, technical staff from Library and Computing Services.

External: Staff of appropriate professional, government, and educational institutions. Employers, regular contact with the third-party software provider, learners, potential learners, visitors, private people, and businesses where appropriate.

This document outlines the duties required, for the time being, of the post entitled Implementation and Test Analyst - Finance to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and the Head of Finance System Development may vary duties, from time to time, which do not change the general character of the job, or the level of responsibility entailed.

PERSON SPECIFICATION

Post title: Implementation and Test Analyst - Finance

QUALIFICATIONS & MEMBERSHIPS

Educated with a minimum of a Degree or equivalent, or proven administrative experience	Essential
Educated to Degree level in Accounting or Computer Science, or equivalent experience	Desirable
AAT qualified (or equivalent)	Desirable

EXPERIENCE

Substantial proven practical expertise and experience at an appropriate level of responsibility in implementation of IT systems	Essential
Experience of managing work activities which require a high level of collaborative working, time management and technical skills in a busy environment	Essential
Experience and understanding of the technical architecture relating to a Higher Education Finance or similar system	Essential
Proven experience of documentation processes relating to the implementation of architectural and technically based processes	Essential
Substantial proven expertise and experience in project management and implementation applying a system implementation lifecycle	Desirable

KNOWLEDGE AND ABILITY

A good understanding of information security principles and best practice	Essential
Advanced Microsoft Excel skills and a good working knowledge of other Microsoft Office applications	Essential
Understanding of accounting up to trial balance and other key finance processes	Essential
Numerate with ability to collect, process and present large volumes of complex data	Essential
High level of attention to detail and accuracy	Essential
Ability to deal with sensitive material with strict confidentiality	Essential

BEHAVIOURS AND ATTRIBUTES

Keen to learn new software and functionality and enjoys developing existing software skills	Essential
Ability to demonstrate a high standard of communications (oral and written) and interpersonal skills	Essential
Strong technical, analytical and problem-solving skills	Essential
Ability to prioritise, exercise good time management and organisational skills and to meet deadlines	Essential
Self-motivated and flexible, with the ability to work calmly under pressure using own initiative	Essential
Ability to articulate ideas to both expert and lay audiences	Essential
Ability to motivate others and work effectively in a team	Essential
Committed and proactive approach to equality	Essential

We are a values-led organisation. These values inform and sustain all our activities and reflect who we are as people. They tell everyone what is important to us and what drives us. We value:

Friendliness Ensuring we act in a respectful and inclusive manner

Ambition Supporting those determined to achieve

Collaboration Encouraging working together for positive, shared outcomes

Enterprise Being impact led and placing enterprise at our core

Student success

Working in partnership with our students and empowering them to reach their potential.

Shared Responsibilities

The University of Hertfordshire's vision is to transform lives, whether that's our students or staff. This means whoever you are, we will support you to reach your full potential to succeed during your career with us. Our staff community comprises innovative individuals who want to develop, excel and add value by doing their very best. We each embody the University values to be friendly, ambitious, collegiate, enterprising and student focused. We are passionate about promoting and working in a diverse and inclusive staff community. Everyone who works for the University is encouraged to share in that sense of belonging, entitled to feel they are managed fairly, are valued and accepted, and understand they are being supported to succeed.