

POSITION DESCRIPTION

POSITION TITLE	Systems Analyst
DIRECTORATE - SECTION	Corporate Services – Financial Services
LEVEL - EBA	8/9 - Salaried
RESPONSIBLE TO	Manager Financial Services

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

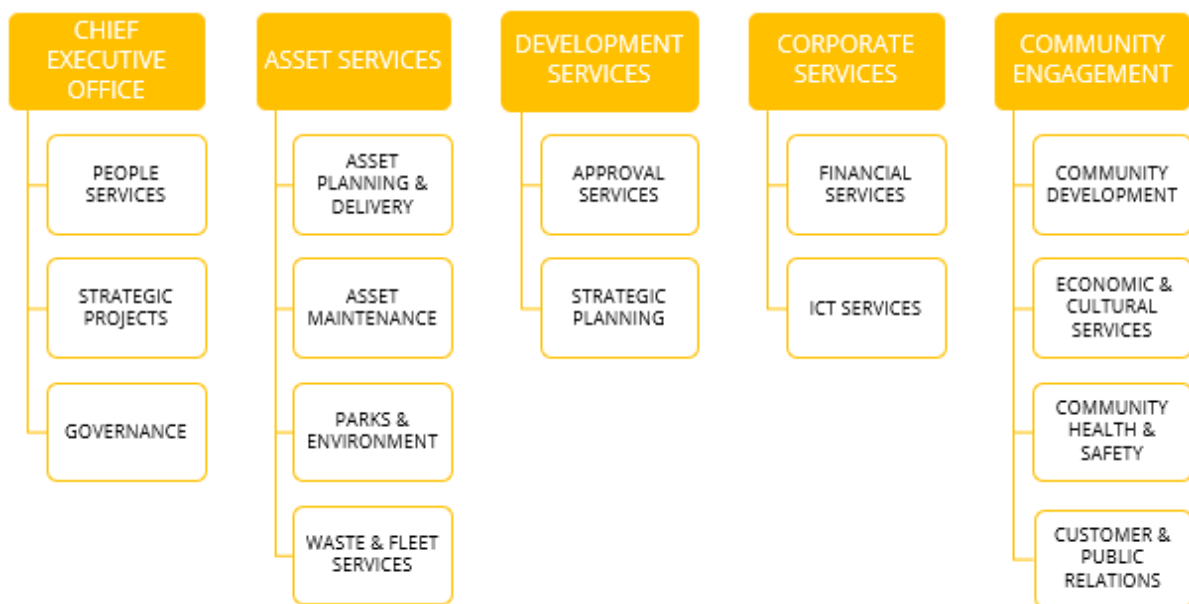
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Ensure the successful implementation and adoption of a new cloud-based ERP system within the Finance department. Bridge the gap between Finance needs and the new system's functionalities. This involves analysing requirements, optimising processes, and ensuring clean data migration. They'll also manage the complexities of running both systems concurrently and support a smooth transition for staff through system testing, issue resolution, documentation, implementation, staff training and change management initiatives.

Ultimately, the Systems Accountant plays a key role in enabling the Finance department to leverage the new ERP system for improved financial management.

KEY RESULT AREAS

CONSULTS TO THE BUSINESS

- Applies subject matter expert knowledge financial and accounting standards to successfully deliver all Finance components of the ERP project.
- Review and analyse current and proposed business operations, identification of process gaps analysis and consider options for improvement.
- Providing technical support regarding software and ERP system-related issues.
- Conducting workshops with stakeholders, preparing training documentation and conducting training sessions.
- Monitoring the systems and immediately responding to resolve the requests.
- Project Management tasks where required. Maintaining project schedule, minutes of meeting, actions and tasks allocation, holding all parties accountable to deliver.
- Working cooperatively with the Business Units to provide support for the development of additional software.
- Communication and influencing skills. Use problem solving techniques to influence better working practices and solutions.

REQUIREMENTS ANALYSIS & PROCESS MAPPING:

- Analyse existing documented business requirements to ensure completeness and clarity and assess how well the documented requirements align with the functionality of the chosen ERP system.
- Work with stakeholders to refine requirements and ensure they can be met by the ERP system's capabilities and Chart of Accounts structure. Document the final, aligned requirements in a clear and concise format.
- Review existing process maps and develop future-state process maps that reflect the improved workflows within the new ERP environment.
- Collaborate with stakeholders to ensure the new processes are efficient and user-friendly.

DATA CLEANING & MIGRATION:

- Analyse the quality of existing financial data in the legacy system.
- Develop a data cleaning strategy to address any inconsistencies or errors in the data.
- Work with the ERP Implementation team to define the data migration process for transferring clean financial data to the new ERP system.

- Assist in development and implementation of data governance processes to ensure the ongoing accuracy, consistency, and completeness of financial data within the new ERP system.
- Equip the Finance team with the knowledge and skills to understand and adhere to the established data governance principles.

DATA RECONCILIATION & VALIDATION:

- Develop processes for reconciling data between the old and new systems to ensure accuracy and consistency.
- Analyse and document any manual workarounds that will be necessary to bridge the gap between the two systems.
- Independently monitor reconciliation between the two systems regularly to ensure interim processes required to be done by Finance team are adhered to.

CHART OF ACCOUNTS (COA) AND PAYROLL VARIABLES ANALYSIS:

- Analyse the existing Chart of Accounts (COA) used in the legacy system and assess how well the existing COA aligns with the structure and coding requirements of the new ERP system.
- Analyse business needs to optimise deliverability using the new COA structure.
- Review existing payroll variables, deficiencies and calculations used in the current system and analyse how these variables can be translated and implemented including bridging deficiencies identified within the new ERP system's payroll module.

SYSTEM CONFIGURATION & TESTING:

- Work with the ERP project team and vendor to configure the ERP system to meet the defined and aligned Finance requirements.
- Participate in User Acceptance Testing (UAT), identifying and documenting defects.
- Proactively identify and troubleshoot issues arising during system configuration, testing, and post-go-live support.

TRAINING & CHANGE MANAGEMENT:

- Support the development of training materials and workshops for Finance staff on the new ERP system functionalities.
- Partner with the Change Manager to develop a communication plan to keep Finance staff informed about the project and prepare them for the transition.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Tertiary qualifications or extensive experience in Finance or Accountancy
- Studying towards or qualified Chartered Accountant or Certified Practising Accountant

SELECTION CRITERIA

1. Tertiary qualifications or extensive experience in Finance or Accountancy
2. Studying towards or qualified Chartered Accountant or Certified Practising Accountant
3. Demonstrated financial accounting experience and strong understanding of data analysis techniques.
4. Past experience with ERP systems implementations (advantageous).
5. Proven experience in driving process improvements using proven methodologies such as SIPOC.
6. Strong analytical and problem-solving skills
7. Ability to clearly inform team members and customers using advanced written, verbal and interpersonal communication skills.
8. The ability to work effectively as a member of a small team, exercising initiative and judgement whilst working with minimal supervision is required.
9. Proven record of exceptional customer service and support skills
10. Demonstrated ability to manage multiple priorities and meet deadlines.
11. Experience with data cleaning and migration methodologies (preferred).

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Financial Services
DATE PD REVIEWED/APPROVED: 12 June 2024
