Job Description

Job Title	Finance and Procurement Analyst
Directorate	Finance and Resources
Service Area	Finance
Grade	Grade 6
Competency Level	2
Salary	£36,581 - £41,177
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A9958

Job Purpose

The functional analysts support across areas of design and testing throughout the ERP Replacement programme, including analysing, documenting and supporting with the alignment of business processes and requirements with ERP functionality.

During detailed design they support the leads in attending workshops and completing design documentation. As the programme progresses, they will transition into supporting the testing workstream to bring functional knowledge from design into the scenario and scripts and complete tests.

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Directly Responsible For:

Not applicable

Directly Responsible To:

Finance and Procurement Lead

Main Areas of Responsibility:

- Support Change workstream with change impact assessments and help develop training and transition plans
- Escalate risks/issues to the Finance and Procurement Lead where necessary.
- Support compliance with project governance, documentation standards and change control processes.

Design

- Support leads through design workshops and facilitates discussion to resolve discrepancies between business needs and system capabilities
- Support the production of business requirements, design documentation, including completing config workbooks, process flows and case stories, ensuring alignment with system capabilities
- Collaborate with functional areas to identify gaps, dependencies and opportunities for process improvement
- Support other workstreams (change, data, integration) with functional design knowledge and input where needed
- Communicate effectively with cross-functional teams to ensure shared understanding of requirements and solutions

Testing

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- Support the to Test Lead to create and maintain test data, in conjunction with Subject Matter Experts
- Assist in the development of etest scenarios, scripts, and acceptance criteria, ensuring they represent the full set of functionality being tested, in conjunction with Subject Matter Experts
- Support user acceptance testing, as per the test plan created by the Test Lead
- Document and analyse test results, instigating and progressing error procedures for any faults found
- Produce project progress reports for the Test Lead and other stakeholders.
- Escalate risks to Test Lead and tracking of bug fixes
- Co-ordinate UAT (User Acceptance Testing)

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

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Physical Demands of the Job:

- You will be required to sit stationary and use a computer for sustained period of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 2**.

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The competency framework can be found here.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Accounting technician qualification, training towards a professional accountancy qualification or accounting degree or relevant work experience (A/I)
- Knowledge of business process modelling tools and techniques (A/I)
- Understanding of change management principles (A/I)

Experience

Essential

- Understanding of Finance and regulations, processes, procedures (A/I)

Desirable

- Experience delivering in a programme setting
- Experience supporting workshops and stakeholder engagement.
- Understanding of cloud ERP systems
- Understanding of Finance or Procurement regulations, processes, procedures
- Project management

Skills/Abilities

Essential

- Analytical mindset with attention to detail with a structured approach to problem-solving (A/I)
- Self-motivated and capable of managing multiple priorities (A/I)
- Strong interpersonal and collaboration skills (A/I)
- Ability to work in a fast paced, multi-stakeholder environment (A/I)
- Effective communication & organisation skills (A/I)
- Ability to work in a regulatory and political environment (A/I)

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

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