



JOB DESCRIPTION FOR FINANCIAL SYSTEM OFFICER

Title:	Financial System Officer
School/Division:	Finance Department
Stream:	Support Services
Reports to:	Director Finance Through Principal Finance Officer
Location/Campus:	SINU, Kukum Campus

1. SUMMARY OF DUTIES

The position is responsible for overseeing the technical operation of Attaché Financial System and SMS Finance Modules and providing technical training and support to users. Review the financial application system processes and procedures, updating and making changes to the system and ensuring that the financial processes and procedures are correctly set up in the system. Maintenance and upgrading of Attaché and SMS software and monitoring of financial systems and troubleshoot problems encountered by Attaché and SMS.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1 Role and Responsibilities

- Oversees Attaché Financial System and SMS Finance Modules as a functional administrator (Supervisor) providing system implementations, administration, and daily support to existing applications.
- Recommends appropriate solutions to business before entry of financial information and reporting.
- Provides training and assistance to new and existing users.
- Set up the Financial systems for seamless integration between SMS and Attache.
- Acts as liaison with IT and functional users of the SMS and Attache systems and ensures that all users have connectivity at all times.
- Assists with developing project plans for the deployment of new technology.
- Prepares documentation on financial application processes and procedures, as well as maintains documentation to include any updates or changes to processes.
- Implement financial processes and procedures to ensure that the systems are correctly set up for data entry.
- Ensures that all Management reports are generated in a timely fashion from the SMS and Attaché systems.



JOB DESCRIPTION FOR FINANCIAL SYSTEM OFFICER

2.2 Financial Systems Maintenance and Upgrade

- Review, develop and maintain sound financial operating and information systems.
- Attaché - Systems Administrator for the Attaché System which includes the modules and Systems
- Day-to-day monitoring of the financial system and troubleshooting problems encountered by Attaché and SMS
- EOY Reports - trial balances, balance sheet, and GL data are all intact, organized and reported
- Effective trouble-shooting - creating, enabling users and the user accesses, GL posting errors, Commitments, linkages and integrations between subsidiary ledgers to the main ledger, and the various modules
- Provides monthly variance reporting from the financial systems to Heads of Budget units
- Assists with the Budget process
- Assists with the Audit trail process

2.3. Problem-solving and impact

- To resolve problems affecting the financial management system accounts of day-to-day business activities and programme
- To make decisions regarding the technical operation of Attache and SMS Financial Modules

2.4. Resource Management

- To contribute to the overall management accounting system of the University's financial information and reporting, budget maintenance and business planning
- To alert the Director of Finance to any issues with accounts systems and software troubleshoots
- To contribute to the management of the quality of financial information and reporting

2.5. Working Environment

- To balance the competing pressures of knowledge transfer, administrative demands and Deadlines.



JOB DESCRIPTION FOR FINANCIAL SYSTEM OFFICER

- To skillfully work across departments and functions in the resolution of management accounting system issues.
- To take responsibility for conducting risk assessments and reducing hazards to staff working Under his/her responsibility.
- To engage in continuous professional development.
- To understand and apply the principles of equality of opportunity in a support staff context.

2.6 Decision Making Authority

- Provision of advice to staff working under his/her supervision.
- Assistance in the allocation of workload for area
- Maintenance of management accounting information and reporting of discrepancies

3. MINIMUM QUALIFICATION

Education Background

- Degree with 2 years of post-degree relevant industrial experience in Finance and Information Systems **OR** Advanced Diploma with 4 years of relevant industrial experience.

Professional Experience

- A minimum of a degree in Accounting and Information Systems.
- Professional membership certification is an advantage.
- Strong working knowledge of financial management information systems.
- Excellent verbal and written communication skills in English, including report writing, active listening, flexibility, critical thinking, multitasking, and effective time management.
- Strong decision-making and reasoning skills, with the ability to develop innovative solutions to problems, conduct operations analysis, and perform quality control analysis.
- Effective interpersonal and leadership skills to guide and mentor team members.
- Minimum of five (5) years of experience in a supervisory role.

TERMS AND CONDITION

The position is for Five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Officers under the Technical Stream. The contract is renewable subject to good performance.