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# Example of Finance Systems Job Description

Our growing company is looking to fill the role of finance systems. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for finance systems

* Assess our ERP current environment and assess other ERP systems
* Lead training of our financial systems
* Ensure we have strong user access and security for our systems
* Ability to prioritise solutions based on the impact on the business
* Ensure that system changes are fully documented and kept up to date with new information or changes
* Maintaining data integrity of the Practice Management System and databases and their interfaces
* Reviewing, revising and documenting the teams operating procedures and working practices to ensure that they are efficient and effective in meeting the department's / firm's goals
* Providing support for existing bill and cheque templates developing new templates
* Processing Month end / Year end
* Responsible for system audit processes and communications with firms auditors

## Qualifications for finance systems

* Must be willing to work in London
* Previous experience in an Accounts Payable role is preferred
* 100% Fluent in English (writing and conversation)
* Proficiency with BI tools
* Sybase PowerDesigner for database modeling
* Previous experience with team supervision or people management a plus