

JOB DESCRIPTION

POST: Agresso Systems Manager

DATE: July 2017

SERVICE: Finance and Planning

POST NO: FIN-B30

STARTING DATE: As soon as possible

SALARY RANGE: Grade 8 - £39,324 to £46,924 per annum

HOURS: Full time, 37 hours per week

INDEFINITE/FIXED TERM: Indefinite

REPORTING TO: Deputy Director of Finance (Financial Services)

FUNCTIONAL MANAGEMENT OF: Systems Support and Administration

THE POST

The University implemented Agresso Milestone 5 as its finance system from August 2016. Additional modules will be implemented in the near future. Agresso interfaces with a number of systems e.g. Student Record System (SITS), Accommodation and Conferencing (Kinetics) and HR System (iTrent).

Working in the Finance and Planning Professional Service the post-holder will work closely with staff in Finance and ITS. Finance has a number of qualified accountants supporting the diverse range of activities of the University, and the post-holder will be part of this senior team.

The main focus of the post will be:

- To take responsibility for the development, maintenance and operation of Agresso including all related interfaces.
- Lead the on going development of the finance system, with continuous improvement and innovation in both system use and wider process efficiency.
- Enhancements to the system will require the management of full system testing and associated implementation of upgrades.
- Manage and oversee the creation and delivery of appropriate training courses.

MAIN DUTIES AND RESPONSIBILITIES

AGRESSO SYSTEMS MANAGER

Leadership and Management

- To be responsible for the strategic development and planning of the Finance System and its interfaces so that it meets the needs of the end users and fulfils the strategic objectives of the University.
- Manage the work of Systems Support and Administration.
- To be responsible for raising awareness initiatives of Counter Fraud around the University and provide an annual report to the Audit Committee on breaches or attempts of fraud.
- Identify, define and analyse problems encountered by end users of the system, whether caused by user error or by weaknesses in the software. Apply knowledge and experience in deriving a solution.
- Lead in the planning and organising activities of the team, considering the implications now and in the longer term, to support the University strategic objectives.
- Embed customer facing service culture in the team and ensure effective and efficient delivery of this service to students, faculties, services and external customers.
- Manage and develop the support team. Motivating and mentoring them to meet the current and future requirements of the systems under remit.
- Lead specific activities and new initiatives and work with the team when implementing new projects or upgrading systems.
- Work closely with staff in Finance, ITS and other departments and faculties, ensuring there is good communication and multi-disciplinary teamwork.
- To liaise closely with Unit 4 and other providers, including managing the work of consultants.
- To attend external User Groups, Conferences and Workshops and ensure that there is a clear development path for the finance system.

Finance System Application Administration

- To lead Agresso systems application management, maintenance and support services in order to ensure the continued effective and reliable operation of all systems modules and interfaces.
- To design Agresso system application configuration to ensure the robustness and integrity of the financial controls and compliance with accounting requirements.
- Working with ITS, to develop interfaces with internal and external systems such as the Student Record and Accommodation systems, the HR and Payroll system and web payments.
- Liaising with ITS to manage the planning, development/configuration, testing and implementation stages of system developments such as all software amendments, upgrades, module implementations and interface development.
- To design and maintain documentation for all aspects of the application system set-up and online user manuals and training modules, and develop and maintain a suite of related pages on the University's intranet.
- To support internal user groups .

- To provide support and development for other finance related systems being introduced across the University.
- To establish and Chair an Agresso User Group within the University.

Systems Projects

To provide project management and assistance to finance related systems developments including the following:

- Initiate, develop, and implement projects as part of Agresso system development and analysing systems requirements and identifying solution.
- Ensuring appropriate project specifications, plans and controls are in place.
- Co-ordinating with ITS, user departments and third party providers.
- Analysing systems requirements and identifying solutions.
- Monitoring and supporting implementations in user departments, including the provision of training.
- Ensuring that there is a clean project hand-over to operational staff.

Systems security

Lead on all aspects of application security and administration including the following:

- Setting up and deleting users, amending access rights as appropriate.
- Setting up and amending relevant system parameters.
- Ensuring tables of reference data are set up correctly.
- Liaising with ITS on backup and disaster recovery arrangements and be a member of the University Business Continuity Management Team.
- Ensuring that education sector 'best practice' is followed in the system's set up and use.

Training

Lead on all aspects of user training including the following:

- Design Agresso training courses and deliver training courses for University staff.
- Lead on development and maintenance of user training manuals.
- Support users following training.
- Maintain register of training required and delivered.

Any other duties as may reasonably be requested by the Deputy Director of Finance (Financial Services).

General Information

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

CONDITIONS OF SERVICE

The appointment will be made at Grade 8, currently £39,324 to £42,955 per annum and annual incremental progression within this range. An upper range of £44,240 to 46,924 per annum, will be available (again with incremental progression) to those who, having gained considerable experience relevant to the role, are able to demonstrate added value through activities or contribution which are over and above the normal expectations for the role. Starting salary will be dependent upon qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

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Your normal centre of duty will be the King Alfred Campus in Winchester. However, you may be required to work in any part or department of the University and in any campus of the University or as otherwise required for the due performance of your duties and responsibilities.

Normal hours of work will be 37 per week, to be worked within the hours of 8.30am and 5.30pm, Monday to Friday by arrangement with the line manager.

The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 24 days per annum, plus Bank holidays and any University extra statutory days. A proportion of the entitlement is allowed pro rata for part-time staff working less than five days per week and/or not throughout the year, and for all support staff during first leave year at the University.

Holiday entitlement is increased by five days on completing five years' service prior to the commencement of a leave year on 1 April.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principal Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

APPLICATION INFORMATION

Candidates shortlisted for interview will be asked to give a presentation lasting approximately 10 minutes. Details will be provided when candidates are notified of interview.

Applications should be made on line at www.winchester.ac.uk. Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last four columns on the Person Specification (labelled A, I, P and T) indicate how each attribute is assessed.

A = application form, I = interview, P = presentation, T = test

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P	T
<u>EDUCATION/TRAINING</u>						
Broad accounting experience	X		X			
CCAB qualification		X	X			
Prince 2 or other formal project management experience		X	X			
<u>EXPERIENCE</u>						
Extensive experience in the user end of corporate finance systems and in providing end user technical support, including data transfer and integrations and change control	X		X	X		
Substantial experience of Agresso systems application administration and functionality	X		X	X		
A clear understanding of system application configuration and design, including its application to financial controls and business processes and requirements		X	X	X		X
Strong project management skills	X			X		
The ability to understand user and corporate needs and relate these too systems and business and accounting requirements.	X			X		
Experience of working in the HE sector		X	X	X		
Experience of leading and managing a team		X	X	X		

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P	T
<u>KNOWLEDGE</u>						
Knowledge of finance packages, information systems and procedures, ability to adapt and transfer skills to use new technology	X		X	X		
Knowledge of the setup of accounting software packages in order to initiate system improvements where necessary	X		X	X	X	
Familiarity with Agresso Business World	X		X	X		
Familiarity with Agresso Milestone 5 or higher		X	X	X		
Knowledge of other MIS systems e.g. Kinetics, iTrent, SITS		X	X	X		
Familiarity with SQL queries		X	X	X		
Working knowledge of Microsoft Office, including Excel, Outlook and Word	X		X	X		
<u>SKILLS/ABILITIES</u>						
Strong team working skills and the ability to relate to staff at all levels	X		X	X		
Good written and oral communication and presentational skills	X		X	X		X
A commitment to achieving deadlines and to high quality results	X		X	X		
<u>PERSONALITY</u>						
Self motivated	X			X		
High level of probity, diplomacy and confidentiality	X		X	X		
Commitment to providing a high level of service to the University users	X		X	X		

FURTHER INFORMATION

Health & Safety

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

Sustainable Development

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

Facilities

Staff catering facilities are available.

West Downs Day Nursery - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which is complimentary to all Gym Pass holders.

Winchester Values

We value freedom, justice, truth, human rights and collective effort for the public good. The plans and actions of the University of Winchester are founded in these ideals together with the following values:

Intellectual Freedom

Intellectual freedom and its appropriate expression are at the heart of our business.

Social Justice

We seek to embody social justice and develop our students as effective and fulfilled global citizens. They will be prepared to challenge the status quo and will have the strength to stand up for what they believe to be true.

Diversity, Equality and Inclusion

We value diversity and we are committed to ensuring a welcoming and inclusive experience and striving to ensure equality for all.

Spirituality

The University celebrates its Christian foundation, and welcomes those of all faiths and none. Together we seek to explore the mystery of life, and to grow in wisdom and love.

Individuals Matter

The wellbeing of each member of staff and every student is important, as are their opinions and views.

Creativity

Permeability, agility and imagination are central to our thinking: we endeavour to act as a crucible for the generation and transfer of knowledge.

Compassion

Conscious of the kinship that exists between all life, we seek to nurture compassion for people, animals and the planet.

Mission Statement;

‘To educate, to advance knowledge and to serve the public good’

The University vision:

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of

staff is reflected in integrity, objectivity and competence. Students' time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.