



Job Title: Systems Accountant (FTC)

Location: Burgess Hill/East Grinstead

Reporting to the Head of Finance and leading the implementation of the new Microsoft Dynamics 365 system, this is a fixed term contract for a period of 6 months. This is a full-time position, Monday to Friday. 40 hours per week, this role will be based with our finance team in Burgess Hill/East Grinstead and includes remote working in line with our home working policy.

Summary

The Project management of the new system implementation for MS Dynamics 365 and the review of associated systems related to the complete finance process, such as, Purchase orders, sales billing, etc.

Responsibilities

- Manage the project for the implementation of MS Dynamics 365 in cross-functional teams across Finance, Credit Admin, IT, and other relevant business functions.
- Advise on key business processes (e.g., Finance reporting, Financial planning, Procure-to-Pay, Order-to-Cash, Financial Close, Tax, Treasury, etc.).
- Manage projects by creating, coordinating, and maintaining an integrated project plan, as well as using project management tools.
- Manage the departmental requirements for test scripts and SOP's for the project.
- Serve as a liaison between the client, the project team, the development team, and other stakeholders.
- Identify and resolve issues, risks, and project team conflicts.
- Manage teams and individuals by tracking and directing performance against objectives, ensuring the project team delivers project requirements on time.

Selection Criteria

- Preferably ACA, ACCA or CIMA qualified.
- Prior experience of a software implementation and driving process improvements is essential
- Fully conversant with Microsoft Office including Dynamics 365
- Proven ability to work to tight reporting deadlines and effectively manage project deadlines for the finance team
- Good communication skills with internal and external customers with both finance and non-finance backgrounds