

Published Role Title	Finance Systems Manager (SYS-32317)
Type of Role	Perm
Location	Street, Somerset

Job Description

Purpose and contribution of job:

Support the finance vision and transformation agenda to review, develop and improve finance systems and reporting processes.

Deliver the integrity of data and structures within core Financial applications, predominantly SAP General ledger (GL) on a group wide basis.

Provide controls and process assurance activity in respect of core financial controls, reconciliations and reporting activity including external banking systems.

Dimensions

1 Direct report; Functional overhead budget - nil

Impact the job has on the business: Impacts the quality and efficiency of systems and the accuracy and compliance of financial reporting, processes and controls.

Core Accountabilities:

Review, develop and improve Finance and Reporting processes / operations to create efficiency and reduce non-essential workload.

Monitor data held within SAP General Ledger including controls/reconciliations to confirm that accounting records are maintained completely, accurately and are properly reconciled to reported financial performance

Maintain all GL codes, structures & hierarchies to enable accurate and efficient reporting of trading performance for management & statutory purposes.

Develop and deliver a structured plan of controls and assurance activity. Review, challenge and make recommendations to improve the quality of financial information, so that a robust control environment is maintained in all areas of Group Finance.

Oversee the monitoring payment processes and controls to ensure they operate completely, accurately and on-time in adherence to company payment controls & authorisation policies.

Monitor integrity of agreed Group wide GL control accounts. Follow up and check actions are carried out as necessary across the business to ensure the ownership report and reconciliation process occurs each month.

Oversee the Group FX accounting in SAP including adherence to posting policies and end of period revaluations of balance sheets.

Oversee reporting where appropriate.

Play a part in system enhancement projects and other strategic projects that impact finance and finance systems.

Knowledge, Skills and Experience:

Professionally qualified accountant either ACA (Chartered), ACCA (Certified) or ACMA (Management) and with relevant and in-depth finance experience gained in operational roles during that period

Strong understanding of SAP Financials and associated reporting structures and hierarchies

Technically able accountant, with relevant and up-to-date technical knowledge

Good understanding of Clarks' structure; both commercially and from a legal/statutory angle.

Experience of managing a general ledger in an organisation of a similar size & complexity.

Ability to set up and manage a suite of controls and reconciliations in a large complex General ledger structure.

Ability to manage and resolve complex financial reporting/general ledger account reconciliation problems & put processes in place to prevent recurrence.

Time management & prioritisation.

Strong PC/Microsoft skills.

Extensive analytical experience, ability to take large amounts of complex data and quickly identify key issues and drivers