

## Job Description

<b>Title:</b>	Finance Systems Administrator
<b>Hours:</b>	9.30 am to 5.30 pm, and as required (flexible applications considered)
<b>Working week:</b>	Monday to Friday
<b>Responsible to:</b>	Head of Financial Systems
<b>Department:</b>	Finance
<b>Purpose of job:</b>	<p>The Finance Systems Administrator will assist in or have direct responsibility for managing day-to-day activities relating to the firm's financial system, acting as the key conduit for Finance for system support. This position requires working closely with the finance and IT teams to provide efficient system support, maintenance and technical problem resolution for users in a timely and professional manner.</p> <p>We are looking for a self-motivated candidate with a proven track record in providing quality customer service.</p>

### Responsibilities include:

- Supporting in the day-to-day maintenance and configuration of Aderant Expert, with related customisations and integrations.
- Responsibility for dealing with escalated 2nd line support calls from the IT Service Desk.
- Trouble-shooting, diagnosing and resolving issues and closing tickets according to the Incident Management process.
- Assisting with the analysis and implementation of all technical changes or enhancements to Aderant Expert, working closely with both the Finance Systems Manager and the IT team.
- Ad hoc reporting, for both Finance and business, using excel and SSRS reporting.
- Liaison with vendors to resolve user queries. (e.g. Aderant, Mini Soft, Iridium) Logging, responding to and resolving finance systems issues and queries.
- Assist with project work and development initiatives (testing, upgrades, implementations, customisations)
- Attending the IT change control meetings to ensure that all changes to IT systems are carefully considered including their impact to Aderant and Reporting Services.
- Documentation and script writing of test scenarios for User Acceptance testing of patches, releases and updates to Aderant Expert.
- Responsible for providing support and training to users of Finance Systems, both within Finance and the business as a whole.
- Management of routine requirements such as month end close, maintenance of rates, ensuring integrity of data within the database.
- Ensuring data accuracy within Aderant and consistency with integrated systems including regular data entry and maintenance.
- Employee inception tasks in relation to Aderant and Reporting Services.
- Maintenance of report schedules and security delivered via SQL Server Reporting Studio (SSRS)
- Documenting and/or developing ad-hoc reporting, enhancement and business analysis requests.

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Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the post holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

## Person Specification

**Job Title: Finance Systems Administrator, Finance Department**

	<b><u>Essential</u></b>
<b>Knowledge and Technical Ability</b>	<ul style="list-style-type: none"> <li>• Experience of working within Finance, ideally within legal/professional services.</li> <li>• Good working knowledge of Microsoft packages and other relevant IT systems.</li> <li>• Experience working on finance systems.</li> <li>• Intermediate level in Excel.</li> <li>• Knowledge of SQL scripting would be advantageous.</li> <li>• Excellent attention to detail</li> <li>• Excellent administration and organisational skills</li> <li>• Ability to prioritise work in a fast-paced environment</li> <li>• Strong team-based skills and willingness to work for the common goals of the department</li> <li>• Ability to remain calm under pressure and in demanding situations</li> <li>• Strong analysis and requirements gathering skills.</li> </ul>
<b>Client Care</b>	<ul style="list-style-type: none"> <li>• Can effectively convey information to internal clients, adapting communication style appropriately to ensure clarity and understanding</li> <li>• The ability to describe and present more technical aspects of solutions to non-technical people</li> <li>• Has a high standard of work and able to complete work within agreed timescales</li> <li>• Ability to establish and maintain effective working relationships within the department and firm overall</li> <li>• Reliable with excellent time-keeping</li> <li>• Ability to plan and prioritise work and contributions from others to meet deadlines and manage expectations.</li> <li>• Organised, thorough and accurate.</li> <li>• Ability to work under own initiative as well as part of a team.</li> </ul>
<b>Firm wide Skills</b>	<ul style="list-style-type: none"> <li>• Promote the sharing of best practice and knowledge across the firm</li> <li>• Understands the importance of client confidentiality, information security and data protection and act accordingly</li> <li>• Display a positive and flexible approach to work.</li> <li>• Knowledge of Outlook, Word, Excel and PowerPoint and any other core systems implemented by the firm</li> </ul>
<b>Attributes:</b>	<ul style="list-style-type: none"> <li>• Demonstrates behaviour in keeping with the firm's core values of</li> <li>• Teamwork, Respect, Integrity, Fairness, Understanding and Commitment</li> <li>• Cooperative team-based approach and willing to help others and promote positive team relations</li> <li>• Self-motivated, committed to the Firm and to personal growth</li> <li>• Has a positive, conscientious and proactive approach</li> </ul>

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All applicants who are offered permanent or long term employment will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.