



JOB DESCRIPTION

Title:	Senior Finance Systems Analyst
Hours:	9.30 am to 5.30 pm, and as required
Working week:	Monday to Friday – 40 – 60% time spent in office
Responsible to:	Head of Finance Systems
Department:	Finance
Purpose of job:	The Finance Systems Analyst is responsible for the administration, support, and continuous improvement of the firm's finance and practice management systems. The role supports the optimisation of finance processes through effective use of system functionality, provides third-line support for finance system issues, and plays a key role in delivering the firm's finance systems strategy. Working closely with the Head of Finance Systems, the analyst will support the firm's transition from SSRS to a modern reporting and analytics platform, helping to shape and develop future reporting capabilities. The role also includes responsibility for the training, mentoring, and development of the Finance Systems Administrator.

Responsibilities include:

- Support the delivery of the finance systems strategy, roadmap, and continuous improvement initiatives.
- Administer, maintain, support, and enhance finance and related business applications.
- Ensure systems are secure, compliant, stable, and aligned to business needs.
- Act as the key contact between Finance, IT, and third-party vendors.
- Gather and translate business requirements into effective system solutions.
- Manage system upgrades, enhancements, testing, training, and user adoption activities.
- Troubleshoot system and reporting issues, coordinating resolution with internal teams and vendors.
- Maintain system documentation, procedures, and training materials.
- Identify opportunities to improve automation, controls, reporting, efficiency, and user experience.
- Ensure data integrity, governance, security controls, and audit requirements are maintained.
- Develop, maintain, and support operational, management, regulatory, and financial reporting solutions.
- Administer and support the firm's SSRS environment and contribute to the migration to a new reporting platform.

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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, material 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: Senior Finance Systems Analyst, Finance Department

	Essential
Experience:	• 3+ years experience of working in a Finance Systems support role, ideally with Aderant or Elite PMS systems. • Strong understanding of accounting principles, financial processes, controls, and reporting requirements. • Experience managing finance reporting solutions and working with reporting tools such as SSRS. • Experience gathering business requirements and translating them into practical technical solutions.
Skills:	• Strong analytical, problem-solving, and organisational skills. • Excellent verbal and written communication skills with the ability to engage effectively with both technical and non-technical audiences. • Ability to manage multiple priorities and deliver high-quality outcomes in a fast-paced environment. • Advanced SQL skills and experience supporting SSRS reporting.
Attributes:	• Proactive, self-motivated, and solutions focused. • Strong attention to detail and commitment to data quality. • Ability to balance strategic thinking with hands-on operational delivery. • Collaborative approach with the confidence to challenge constructively and influence stakeholders at all levels. • Strong customer service mindset with a commitment to delivering value to internal stakeholders. • Effective relationship builder who can operate successfully across Finance, Technology, and business functions.
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All applicants who are offered permanent or long-term employment, or partnership, 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.