
Role Mandate

Job Title:	Finance Systems & Transformation Lead (FTC)
Function /CFBU:	Finance Accounting & Transformation
Dimensions of the Job:	2-3 direct reports
Reports to:	Head of Financial Accounting & Transformation
Location:	Head Office - Preston Brook

Job Summary:

The role is responsible for the leading and project managing the finance transformation programme, from identifying opportunities and defining solutions through to successful implementation and continuous improvement of finance processes, systems and reporting.

Responsibilities :

Key Responsibilities / Accountabilities

- Work with the Finance function and other business areas as required to define and prioritise the finance transformation roadmap to support the strategic direction of the business.
- Apply experience from other industries and businesses to optimise financial processes and reporting, identifying appropriate solutions, integrations and best practice to support continuous improvement of the finance function.
- Responsible for implementing and project managing finance transformation and process improvement activity throughout the function and other impacted business areas as required.
- Responsible for the implementation, roll-out and ongoing configuration of new Finance software and solutions, to meet business requirements, and identify areas of continuous improvement and value add through to delivery.
- Responsible for identifying and driving enhancements, integrations and efficiencies of existing Finance software and solutions, to support continuous improvement.
- Ensure robust controls are designed and implemented throughout each area of transformation activity and fully embedded in the business.

General

- Demonstrates the Company's values and behaviours that drive business performance, customer and quality excellence and engagement of our people

Key Experience, Knowledge, Skills & Qualifications:

Knowledge and Skills:

- Deep knowledge of finance and reporting systems, accounting concepts, disciplines and financial controls.
 - Motivated to continuously improve and achieve excellence.
 - Ability to inspire and influence colleagues at all levels of the business
 - Strong negotiator, with relationship building and conflict resolution skills.
 - Personable with strong communication skills both verbally and in writing.
 - Ability to switch between the 'doing' and the 'thinking' elements of the role
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- Confident, enthusiastic approach with a can-do attitude
- Ability to work under pressure, and prioritise whilst managing multiple work streams/projects to strict deadlines .
- Excellent problem solving and analytical skills. .

Experience:-

- Demonstrable experience of leading finance transformation and formulating, initiating and implementing significant business change.
- 5+ years' experience of designing, implementing and administering ERP and other finance-related systems
- Experience of OneStream or equivalent Finance solutions.
- Proven track record of identifying and adding value.
- Experience with developing and automating systems.
- Systems Project Management from design specification to post-implementation

Qualifications:-

- Degree qualified or equivalent in Finance, IT or Technology.
- Project management qualification would be an advantage.

Key Interfaces

People

- Main interfaces with Finance, Germany, BI and IT teams.
- Additional interfaces with all departments as required across all areas of the business.

Systems

- OneStream forecasting and budgeting tool.
- Group financial reporting systems: SAP, Cognos and BI tools (ClickView and Power BI).
- Retail systems: EPOS and ProScript
- Wholesale systems: Warehouse stock/management system CSD and Navision.

Date Created Reviewed:	01 November 2021
Business Functional Lead Name: (CAPITALS) Signature:	
HR Lead Name: (CAPITALS) Signature:	

Drive Business Performance & Value Creation

Creates value through economic action and establishes meaningful changes

- realizes goals while considering costs, benefits and risks (goal and result orientation)
- shows commitment in achieving goals, even under difficulties
- searches for permanent solutions and takes responsibility for the results (solution orientation)
- thinks and plans ahead in order to achieve results
- maximises efficiency and effectiveness
- realizes set objectives at due date, quickly delivers results

Dedicate Yourself to Customer Needs

Bases his/her behaviour on internal/external customer benefit and thus supports business success

- focuses on customer excellence, puts him-/herself in the position of the customer
- thinks the process back from the perspective of the customer
- gives priority to customer needs
- reacts quickly and appropriately to customer needs
- incorporates feedback in his/her decision-making processes
- aims at exceeding customer expectations
- actively contributes to build long-term and mutually beneficial customer relationships
- creates mutual trust by being reliable and fulfilling expectations
- meets the customer with respect and fairness
- anticipates customer needs and proactively develops solutions
 - encourages innovation and improvement

Business

Customer

Quality

People

Strive for Quality Excellence

Acts quality-conscious and continuously improves work Results

- has knowledge of his/ her own area of responsibility
- acts responsibly and ensures his/her own quality of work
- demands a high standard of quality of him-/herself and others
- supports a quality which prevents rework and waste (cost awareness)
- works accurately and in compliance with guidelines and best practices (high level of detail)
- learns from mistakes and avoids them in the future
- aims to continuously improve workflow, procedures and products (process improvement)
- continuously improves the performance levels of her/his area of responsibility, corrects insufficient work results
- openly addresses problems and develops (in dialogue with colleagues/ supervisor) appropriate solutions
- is strong in implementation and assertive

Lead and Engage

Achieves high performance levels through clear and open communication and an inspirational and appreciative interaction with others

- motivates self and others to excellence and continuous improvement
- communicates in a timely and precise way and encourages two way communication
- demonstrates team spirit and a sense of responsibility for mutual goals
- determines the direction for own team and ensures that goals and responsibilities within the team are clearly defined and monitored regularly
- actively promotes an organisation of diversity and cooperation (employee involvement)
- identifies and discusses emerging conflicts and supports to solve them
- acts in his/her function as a role model and conducts him-/herself with integrity and credibility
- makes quick and clear decisions, is decisive
- is honest, loyal and behaves in a responsible and respectful way (sense of responsibility)
- suits his/her actions to his/her words (walk the talk)
- embodies the values of the PHOENIX mission statement