



LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE: Accounting Systems Development Manager
Grade: MGB
Department: Corporate Services
Location: Various offices according to the needs of the service
Responsible to: Assistant Director Resources

Responsible for: Managing the maintenance and development of Financial Systems to ensure adherence to proper accounting policies and controls together with ensuring the Council maximises the benefit accruing from its financial systems.

Post number: **Date:** July 2017

MAIN PURPOSE

1. To be responsible for interfacing between users of key financial systems, changing/new legislation/regulation etc. and the Business Improvement Division and Information and Transactions Division to maintain and develop systems whilst ensuring the integrity of information stored on them, accuracy and compliance by the use of controls.
2. To determine the training needs of users, including the provision of a clear and concise Guidance Manual(s).
3. To undertake post implementation reviews to monitor delivery of required developments
4. To maintain and develop the presentation of financial information on the intranet, including the development and maintenance of guidance
5. To have overall strategic responsibility for the maintenance and reconciliation of all the council's financial systems

MAIN DUTIES AND RESPONSIBILITIES

Professional

- To provide advice to the Head of Service and managers across the authority on financial IT systems maintenance and development.
- To keep abreast of developments in local government funding, financial strategy and capital accounting, and ensure that the council's arrangements operate in compliance with legislative and regulatory requirements and good practice.



- To produce and maintain the Resources Financial Systems Maintenance and Development Strategy, liaising as required with officers, central government departments, external agencies and other local authorities.
- In conjunction with the Resources Senior Leadership Team and other officers to identify and prioritise the maintenance and development work that needs to be undertaken, together with the risks associated with each item.
- To identify and advise on ways in which the council can maximise the effectiveness of its financial systems within the resources available to it.
- Lead the process of identifying customers' needs and requirements for business systems, identifying existing processes and ensuring that detailed requirements and specifications are prepared to enable the chosen solution to be developed.
- Manage the provision of specialist financial and IT advice to service and corporate managers supporting the development of business cases enabling the prioritisation of need for change to ensure the effective use of resources. Drawing on in-depth knowledge of specialist areas act as the council's technical expert for specific areas of knowledge e.g. IT. interfaces.
- To have the strategic lead for the management and reconciliation of the data in the Council's financial systems – making proposals for improvements, reviewing best practice and ensuring that the Council is learning from best practice in these fields and operating in the most efficient way possible.
- To lead on projects within both accountancy and IT – developing detailed business cases, project plans and leading teams to deliver that work
- Actively promote awareness and understanding of new or enhanced technologies across the organisation. Manage the development and embedding of relevant IT training for managers and staff ensuring efficient use of resources and improved service delivery.
- To determine the training needs of users and develop training materials and guidance to users to deliver self service.
- To manage the budgets directly allocated to you, reviewing and amending required activity to ensure that the required financial service outcomes are delivered.
- To influence and shape information technology transformation and development programmes to deliver the required financial service outcomes.

Managerial

- To manage staff and trainees as allocated, in accordance with council policies and procedures, legislative and regulatory requirements.
- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.



- To represent the Head of Service, Assistant Director or Director as relevant at external meetings.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.
- Any other duties as requested by the Head of Service or Director.



**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
PERSON SPECIFICATION**

Post Title: Accounting Systems Development Manager
Grade: MGB
Date: July 2017

Qualifications and Experience

Professional and post specific requirements

- Full professional membership of CIPFA or equivalent (ACA, ACCA, CIMA)
- Experience of maintaining and developing relational databases / web and / or intranet pages
- Experience of financial planning and strategy

Skills and Knowledge

Professional and post specific requirements

- Knowledge of local government finance, accounting practice and the regulatory framework
- Understanding of the management information requirements of a multi-functional business and how processes, systems and technology can be applied to drive efficiency and effectiveness
- Knowledge of current financial systems used by the Authority and how they could be developed
- Knowledge of techniques and strategies to engage and communicate with users
- Knowledge and experience of project management and delivery

Managerial and personal requirements

- Good communication skills, both orally and in writing
- Excellent numeracy skills
- Understanding of the role of support services
- Understanding of the principles of value for money
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team
- Understanding of the council's vision and mission statement and how they relate to the work of the team

Personal Style and Behaviour



Please refer to LB Merton's Model of Leadership Behaviours (attached)