

Finance Data & Systems Analyst



The Finance Data & Systems Analyst is responsible for providing day-to-day accounting and finance systems support. You'll drive the development and enhancement of financial systems and processes, protect the integrity of financial data, and promote effective data management across the Finance team.

Reports to:	Head of Finance
Department:	Finance
Group:	Business Services
Employment Type:	Permanent
Location:	Avalon
Direct reports:	Nil
Budget:	Nil
Career Path:	Corporate
Job Family:	Accounting, Finance and Payroll
Career Step:	Band 6
Date:	October 2024

Position priorities and responsibilities

Operational Accounting

- Provide day-to-day ANZ Transactive Global banking and credit card administration support; setting up new users, ensuring all active GNS credit cards are properly mapped, and that cancelled or closed cards are promptly inactivated.
- Validate all Vendor Masterfile changes prior to payment runs.
- Analyse financial data and escalate any non-compliance with policies e.g. sensitive expenditure.
- Assist with the annual insurance renewal process through the provision of accurate data.
- Ensure insurance certificates are stored and provide support for insurance claims.
- Support the preparation of responses to external data requests. e.g. Select Committee, Statistics NZ.
- Assist with other tasks and ad hoc projects as required.

Finance Systems

- Be a Subject Matter Expert (SME) for the Workday Finance module.
- Maintain the Workday Finance module, such as the business rules, Chart of Accounts and Delegated Financial Authorities.
- Ensure the seamless integration of data into Workday Finance, such as bank and credit card transactions, and customer invoices from third party systems.
- Provide first level support to users of the Workday Finance module; resolve tickets raised internally and escalate tickets with the external support provider in a timely manner as required.
- Review system release notes (twice a year) and understand the impact on our organisation; identify new features and execute test plans that are right sized for the changes.
- Identify, scope, and implement developments and enhancements to improve the effectiveness and efficiency of the financial systems.
- Take responsibility for the ongoing development and maintenance of finance systems to ensure they support both current and future needs.

Documentation and Training

- Prepare and maintain documentation related to system changes, process improvements, and project implementations.
- Maintain the Finance content published on the GNS Intranet.
- Maintain 'how to' Workday Finance collateral and quick reference guides.
- Create and maintain end-to-end process maps for Finance.
- Support the delivery of relevant training and 'how to' guides to the business.

Collaboration

- Collaborate with stakeholders to assess current system capabilities, gather requirements, and drive change requests.
- Work collaboratively with DS&I and other departments to ensure integration and alignment of financial systems with organisational objectives.
- Attend and contribute to Community of Practice (COP) meetings.
- Build professional network of other Workday users.

Responsibilities of all staff

- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:

- Finance team
- Digital, Systems and Information (DS&I) team
- Workday Systems Administrator
- GNS staff

External:

- ESR (Workday co-tenant) systems contact
- Workday support partner
- Statistics New Zealand
- Internal auditors
- External auditors
- ANZ

Person specification

Skills, knowledge and attributes

- Strong understanding of financial systems and general accounting principles.
- Excellent ability to write effective problem statements, articulating the core issue clearly and concisely.
- Strong problem-solving skills with the ability to analyse and resolve complex issues.
- Confident in identifying, implementing, and managing system upgrades, enhancements and process improvements.
- Effective project management skills, with the ability to work collaboratively with various stakeholders.
- Strong organisational skills with attention to detail and the ability to manage multiple projects simultaneously.
- Excellent change leadership skills with a positive outlook, alongside determination and tenacity to see change through to being successfully embedded by end users.
- Effective communicator, confidently able to distil technical concepts into simple and easy to understand language.
- The ability to develop, build and maintain effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol).

Experience

Essential:

- Strong understanding of accounting processes.
- Experience in data analysis and presenting data.
- At least three years' experience in finance systems with a track record of delivering successful system and process improvements.

Desirable:

- Experience using Workday Finance.
- Experience mapping end-to-end processes.

Qualifications

Essential:

- Bachelor's degree in Accounting, Finance, Information Systems, or a related field.

Desirable:

- A professional accounting qualification or studying towards a professional accounting qualification.

Performance dimensions

At a high level, GNS Science recognises six performance dimensions: three relate to technical capability, one relates to leadership (if applicable) and two relate to the *way* we work. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner.

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (tikanga) and honours Māori and non-Māori worldviews (te ao).

These expectations are intended to support and guide the development of individual staff.