



Business Systems Analyst (Finance): Fixed Term Contract

The Honourable Society of the Middle Temple - City of London

Salary: £42,000

Hours: Full Time

Fixed Term contract length: 6 Months

The Inn

The historic Middle Temple is one of the four Inns of Court, which have the exclusive right to Call men and women, who have completed the necessary academic qualifications, to the Bar of England & Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as Calling men and women to the Bar, Middle Temple is a members' organisation for barristers and provides them with various services and resources including accommodation, dining facilities, a library, and other training.

The role

Middle Temple is about to commence a project to update its existing Finance system, Access Dimensions, to the latest version available. Working with the Finance team, the successful candidate will manage the project from start to finish, using full project lifecycle management. The successful candidate will report the project's progress at regular intervals to the Project Board (chaired by the Inn's Director of Corporate Services) and the IT manager.

The successful candidate will need to become familiar with the Inn's current finance processes and requirements and produce accurate documentation of those matters. Working with the vendor, the successful candidate will implement the latest version of Access Dimensions, testing and documenting throughout. The successful candidate will need to be 'hands on' and be willing to get involved in all areas of the project, as may be required. Strong financial knowledge and experience is a mandatory requirement for this role.

The length of the appointment may be extended if, following completion of the upgrade project, the Project Board concludes that a completely new finance system is required.

Requirements

The successful candidate will have:

- 4 years, as a minimum, experience of using/managing finance systems and demonstrable experience of a number of successful finance systems implementation or upgrade projects;
- Strong accounting knowledge required, being able to talk to finance users and translate requirements into technical detail and vice versa;
- Close attention to detail, always ensuring a high level of accuracy;
- Ability to tease out relevant information from individuals, working with colleagues who have different levels of technical understanding, and all levels within the organisation;
- Strong communication skills, including excellent written English, and the ability to accurately report project status and key success indicators;



- Collaborative and cooperative approach to project work, including 3rd party suppliers/vendors and key stake holders;
- Must be a 'hands on' business applications professional, in addition to being an experienced project manager with significant system implementation experience.

How to apply

If you wish to apply for this role then please send your CV together with a covering letter explaining how your skills and experience make you a suitable candidate for the role to:

Migena Toci, Human Resources Officer at recruitment@middletemple.org.uk

The closing date for applications is Sunday 17 June 2018.

Middle Temple is an Equal Opportunities employer