

JOB DESCRIPTION

Job Title:	Senior EPM SME
Directorate:	Finance
Reports To:	EPM Business Lead
Direct Reports:	EPM Project Officer
Purpose of the role:	<p>You will be the driving force behind activities on the EPM project, taking direction from the EPM Business Lead and managing a project officer, ensuring project activities are completed to a high standard and to project timelines.</p> <p>Your enthusiasm for Financial Planning will be evident in all activities and your knowledge and expertise will provide invaluable insight and support to the development of new processes for the benefit of colleagues and the wider Group.</p> <p>You will be an advocate for the project and Finance Business Partnering, encouraging colleagues to embrace change.</p>

Key Responsibilities	Key Tasks
People Management	<ul style="list-style-type: none"> • Be responsible for supporting, developing and coaching direct reports. • Inspire and encourage an organisational culture which reflects and embeds our People Values and encourages people to bring their best selves to work. • Demonstrate behaviours that set a positive example to all employees. • Support colleagues to embrace change and be brave to try something new.
Operational Lead	<ul style="list-style-type: none"> • Challenge and query ways of working, work with senior stakeholders to achieve optimal processes for the new solution. • Help inform decisions needed for project activities and solution design to progress. • Ensure processes are designed with best practice and regulation in mind. • Apply subject expertise in evaluating business operations and processes • Support the project to define and agree future state business processes • Provide insights into current processes, identify gaps and inefficiencies. • Help translate complex business requirements into design specifications during design workshops • Help identifying areas where technical solutions would improve business performance. • Support gathering and providing knowledge of business process and reporting requirements to support workshop discussions, user story development, and business decision-making.

	<ul style="list-style-type: none"> • Highlighting opportunities to improve and streamline business processes impacting on project design and delivery. • Be responsible for gathering/providing data requirements needed for system design and configuration. • Point of contact for subject matter expertise and guidance to software partners during the development / build cycle of the project. • Represent the Finance Business Partnering Team in all project activities, providing a two-way communication channel for queries, input and feedback. • Review and update requirements/issues/tasks, providing feedback in accordance with the project timeline. • Support training and test activities for the new system. • Develop test scenarios based on real use cases for unit testing and user acceptance testing • Provide input on system configuration, workflows and customisations to ensure they meet business requirements Support analysis of technical solutions to see if they meet defined requirements by undertaking system acceptance testing, take a support role at stage gate review and sign-offs. • Check technical reference information, and take responsibility for ensuring user guides, training manuals, and system requirements are fully documented • Document processes and disseminate information to all relevant stakeholders • Act as a change champion, helping end-users understand and adopt new processes and tools. • . • Provide ongoing expertise and act as a point of contact for troubleshooting or enhancements. • Attend project governance meetings as required.
Financial Management	<ul style="list-style-type: none"> • Ensure that all project activities consider project outcomes required against project timelines and ultimately value for money for customers (appropriate time should be invested in each activity depending on the benefit proposition of that effort) • Help to identify gaps and inefficiencies in current processes and support generation of new processes that minimise or eliminate these.
Communication	<ul style="list-style-type: none"> • Support the EPM Business Lead by providing clear, concise and regular updates (planned and ad hoc) as well as reports / analysis as needed to support overall Project deliverables. • Raise Risks, Issues, Actions, Decisions in a timely manner and actively review, monitor and adapt mitigation to help keep project activities on track. • Monitor and track the progress of project activities assigned to your direct reports and ensure blockers are reported/resolved in a timely manner • Maintain and monitor relationships with project stakeholders and the wider business.
Innovation	<ul style="list-style-type: none"> • Create a culture of creativity and innovation, which encourages colleagues to be brave and try new ways of working.

	<ul style="list-style-type: none">• Promote innovation across the Group by developing and delivering initiatives to support this.• Lead research, develop and make recommendations in relation to improving the Budgeting and Forecasting / Finance Business Partnering functional offering for the Group.• Promote the use of technology within the team and the wider Group, including encouraging a paperless environment and best use of relevant systems.
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The duties and responsibilities detailed above are not exhaustive and the post holder will be expected to undertake any other duties appropriate to the post as necessary or as directed.

**EPM Senior SME
Person Specification**

Qualifications	E/D*
Educated to degree level or equivalent	E
Qualified Accountant with at least 2 years' experience, including a minimum of 1 years at a team leader level or equivalent	E
Experience	
At least 3 years' experience in financial planning & accounting in a large and complex organisation with substantial budgets	E
At least 1 years' experience of leading a finance team	E
Experience of completing primary accounting statements	D
Experience of liaising with internal and external auditors	D
Experience of working in partnership with finance and non-finance colleagues to achieve results	E
Experience of developing and delivering an excellent customer driven service to differing audiences and stakeholders	E
Experience of developing finance reporting systems which support the business	E
Experience of interpreting information, carrying out research, analysing complex data, appraising performance and understanding and managing risk and compliance matters	E
Experience of undertaking systems and process reviews	D
A proven track record of delivering results in a fast paced and changing environment	D
Personal Skills/Qualities/Knowledge	
Good knowledge and understanding of Accounting Standards	E
Good knowledge and understanding of Finance Business Partnering best practice	E
Ability to collaboratively engage with all areas of the business	E
A desire to deliver an innovative, forward-thinking service which embraces new technologies and ideas	E
A strong personal commitment to the vision and values of the Group	E
A commitment to quality, customer service, best practice and value for money	E
Experience and knowledge of the legal and regulatory framework relevant to the role	E
Advanced understanding of business and processes relevant to the project	E
A natural leader of people with excellent managerial and motivational skills	E
Ability to establish strong, sustained working relationships based on respect and effective negotiation and influencing skills	E
Advanced problem solving and decision making skills	D
Ability to convey thoughts and express ideas effectively verbally or written in individual or group situations	E
Able to use technology effectively and appreciate how it can benefit an organisation	E
Prioritises and plans effectively, being able to manage multiple projects at one time	D
Evidence of continuing professional and personal development and engagement with the latest thinking, developments and best practice in finance	E
Other Requirements	
Flexibility of working hours to meet deadlines as necessary	E
Ability to travel to other offices and attend conferences as required	E

* E = Essential criteria / D = Desirable criteria