

**JOB DESCRIPTION**

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| **Job Title** | Systems Accountant |
| **Reports to** | Head of Finance |
| **Direct Management Responsibility** | None |
| **Job location** | Any country in which Alert has a registration: DRC, Kenya, Kyrgyzstan, Lebanon, Mali, Myanmar, Nepal, Netherlands, Niger, Nigeria, Rwanda, Tajikistan, Tunisia, UK, Ukraine |
| **Grade and level** | 3A |
| **Contract Duration**  | Fixed term contract until 31 June 2025 |

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| **Job Purpose** |
| International Alert is an international peacebuilding charity, with offices in 15 countries. We began implementation of Dynamics 365 Business Central (D365BC) as our global finance system in 2020. We are now working towards full implementation with full global operation from 1 January 2025, including integration of project management processing. The Systems Accountant will lead this implementation process, including scoping the organisation’s needs, working with consultants to design the specification, planning and preparing for the roll-out. The postholder will utilise experience and knowledge of finance to develop, design and implement, system improvements and control that deliver efficiencies across International Alert’s activities. This is a role where technology intersects with both finance and Peacebuilding programming. Reporting to the Head of Finance, the Systems Accountant will engage with stakeholders across Alert, particularly the International Accountant, Financial Accountant, Head of IT and Senior Controls Officer in our Global Delivery team, as well as programme and finance personnel in our country offices. |
| **Duties and Responsibilities** |
| * Lead the development of Dynamics 365 Business Central (D365BC) system to the entire group. This includes user access controls, segregation of duties as per agreed standard, month end and year end processes, Workflows, General Ledger Data, Budget Ledger Data and Job Costing Module (including timesheet and resources card).
* Oversee the work of the procured consultants to support the scoping and implementation of D365BC across the organisation.

**Scoping Requirements*** Scope the full roll-out of D356BC to all Country Offices, working in close collaboration with the Global Finance team, and consulting stakeholders across the organisation including Country Directors, Project Managers and Finance Managers.
* Develop a detailed plan for the development and roll out of D365BC, including scoping, training, implementation and review.
* Develop reporting to meet the needs of programme delivery, finance teams and across the wider organisation, working with stakeholders to understand reporting requirements.

**System and process design*** Work with the finance team and other key business stakeholders on reviewing and developing accounting and process changes.
* Work with the Head of IT, programme and fundraising staff to integrate project management and fundraising data management into the revised system, including migration of data from our current project management database, PROMPT.
* Oversee the development and adoption of timesheets within D365BC.
* Review, design and ensure the compliance of system controls, access and workflows.
* Manage the data integrity of the system and ensuring its coding structure remains current, compliant with accounting standards and relevant to the evolving operations of International Alert.

**Implementation*** Oversee the roll out of D365BC across all our teams, with a go-live date of 1 January 2025.
* Train global, regional and country programme and finance personnel, including budget holders and others in the wider organisation who need to use the finance systems.
* Coordinate the move of all Excel-based reporting over to system reports, working closely with finance and programme delivery teams.
* Manage and oversee system control integrity.
* Test internal processes and procedures to ensure they work as documented.

**Organisational contribution*** Participate in Global Finance reviews of processes within finance, specifically seeing how systems can be used to drive efficiency.
* Contribute to team-wide communications and knowledge management, and participate in organisation-wide events and discussions on related topics/projects
* Any other duties commensurate with the post as requested by the Head of Finance.
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| **Travel requirements** |
| Up to four trips per year to country offices are likely to be required to deliver training and support the roll out.  |

**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

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| CCAB qualified accountant. |
| Experience using Dynamics 365 Business Central. |
| Experience working in a finance systems/systems accountant role. |
| Experience leading or overseeing the implementation of new systems and processes. |
| Process oriented: excellent analytical and problem-solving skills |
| Experience working with external suppliers or consultants to deliver organisational improvements.  |
| Data & reporting: experience creating financial reports, including advanced excel skills and knowledge of Power Query/Power BI. |
| Experience designing and delivering training on finance systems to finance and non-finance staff. |
| Excellent interpersonal and communication skills, including ability to engage with staff at all levels. |
| Self-motivated, with drive and enthusiasm towards continual improvement. |
| Able to investigate systems support queries using own judgement, liaising with the systems vendor to identify resolutions. |
| Fluency in spoken and written English.  |
| Existing long-term right to work in one of Alert’s countries of operation (DRC, Kenya, Kyrgyzstan, Lebanon, Mali, Myanmar, Nepal, Netherlands, Niger, Nigeria, Rwanda, Tajikistan, Tunisia, UK, Ukraine). |

**DESIRABLE REQUIREMENTS**

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| Experience of VAT returns, including partial exemption. |
| Experience of CRM systems and liaising with fundraising and other teams with regards to data integration. |
| Fluency in spoken and written French.  |