



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Role / Title: Finance Systems Accountant

Reports to: Director of Finance

Contract type: Permanent

Overall Purpose of the Job:

The Royal Opera House is embarking on a programme of business transformation utilising technology platforms. First on the roadmap is to introduce a new modern integrated HR, Payroll and Scheduling system. The role will also be crucial in the upgrade to the core finance system (SUN) and e-procurement system, including preparation of detailed specification for a new finance system.

More generally, this role will be the finance representative on all systems work, including all new projects and updates to existing integrations. The role will work closely with the Technology team in all implementations and upgrades.

Key accountabilities

- Become the expert on Finance requirements for all systems projects. Articulate and champion those requirements to ensure that they are delivered within scope.
- Lead on the implementation of process and system changes.
- Ensure that projects are delivered on time and on budget and manage all the stakeholder relationships.
- Devise and deliver implementation testing regimes for Finance functions.
- Ensure effective communication of project scope, progress, timescales and benefits to stakeholders.
- Documentation of new finance business processes, systems architecture and procedures for fault finding and problem resolution relating to the new system.
- Devise training materials and deliver user training.
- Identify and report on issues/delays/ gaps or other project limiting factors to the Director of Finance, IT Project Manager and Project Team.
- Assist the Director of Finance with other duties and projects as required.

Behaviours:

- Proactively demonstrate a commitment and contribution to the Royal Opera House's health and safety culture in all activities.



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- Actively promote the value of diversity in all work; uphold the ROH values and behaviours: Treat each other with Respect - Be Open - Value the Highest Standards
- Ensure confidentiality, in line with organisational policy and data protection requirements
- Actively contribute to own professional development, developing and maintaining knowledge and understanding of legislative changes and best practice developments
- With the other members of the team, share responsibility for housekeeping and the maintenance of standards within the department

PERSON SPECIFICATION:

Essential Skills, Knowledge and Experience:

- Experience of successfully implementing complex integrated Finance systems within a midscale/large organisation.
- Experience of maintaining integrations between Finance and other business critical systems.
- Practical experience and understanding of core Finance and Payroll processes.
- Excellent influencing skills, with the ability to work effectively with a wide range of people within and outside the organisation, including non-financial colleagues.
- Demonstratable business analysis skills with the ability to deliver accurate and relevant process maps of Finance systems and processes.
- Part qualified or Qualified accountant from one of the CCAB-recognised Accountancy bodies or equivalent (ACCA, CIMA, ACA etc)

Other Key Skills, Knowledge and Experience:

- Commitment to delivering a high standard of customer care and continuous improvement
- Strong time management skills, with the ability to prioritise and meet deadlines
- Excellent IT skills with strong Microsoft Excel and experience of data analysis
- Excellent research and project management skills
- Sensitivity in dealing with confidential information
- Flexibility in dealing with changing priorities
- Accuracy and attention to detail
- Ability to assimilate new information and learn routine procedures
- Ability to deal sensitively with people at all levels with tact and diplomacy
- Excellent written and verbal communication skills
- Ability to prioritise own workload and to work unsupervised
- Experience of proactively promoting diversity and inclusion
- An effective team player

Desirable Skills, Knowledge and Experience:



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- An interest in and enthusiasm for the Arts
- Experience with Microsoft SharePoint

The Royal Opera House is committed to creating a diverse and inclusive environment in which everyone can thrive.



Note: *This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*