



## ROLE ADVERT

**ROLE TITLE:** **Agresso System Administrator**  
Permanent

**POST ID:** **RFN36**

**GRADE:** BAND G SCP29 – SCP33 (£24,892-£28,127)

**HOURS:** 37 hours per Week

**LOCATION:** Magor, although the post holder will be required to work in an agile manner. This may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

### **PURPOSE OF POST:**

To assist the Financial Systems Support Manager in the delivery of financial suite systems administration and support.

To assist in the management and the development of the Agresso financial suite throughout the Authority's departments and the County's schools.

To assist in developing training programmes for existing and future users of the system.

To assist, support and advice in achieving optimum service delivery to users of the system.

**Should you require any further information regarding this post, please contact:  
Leanne Harper – Finance System Support Manager Tel: 01633 644272**

**Closing Date: 12 noon on 9<sup>th</sup> January 2015**

**Please Note that we are not able to accept CV's**

**Application forms can be completed online or down loaded via:**

**<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>**

Completed paper application forms should be returned to the following address:-  
Employee Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.



## ROLE PROFILE

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**RESPONSIBLE TO:** Financial Systems Support Manager

The Revenues, Systems and Exchequer Team ...**Who are we?**

### **Our Purpose:-**

We are here to support users of our many systems. This includes providing users with the necessary tools, skills and understanding to get the most out of the various financial systems used across the Authority. We are also the team responsible for paying our suppliers, ensuring that the right amount of money is paid at the right time.

### **The Purpose of this Role:-**

To assist the Financial Systems Support Manager in the delivery of financial suite systems administration and support.

To assist in the management and the development of the Agresso financial suite throughout the Authority's departments and the County's schools.

To assist in developing training programmes for existing and future users of the system.

To assist, support and advice in achieving optimum service delivery to users of the system.

### **Expectation and Outcomes of this Role:-**

#### **You will be expected to:**

- Manage the production and implementation of operational procedures, system processes and corporate procedures governing the use and set-up of the financial suite.
- Support officers of the authority by providing advice, support and recommendations as necessary on the development and configuration of the Authority's financial suite and processes.

- Liaise with and instruct external system consultants assisting in the on going maintenance and development of the Agresso system.
- Supervise and support the work of the Agresso Senior Systems Support Officer.
- Manage and control the Authority's financial management suite to meet client needs without compromising the integrity of the data held on the system including:
  - i. Maintaining a high level of knowledge of the system, its development and its relationship with other systems;
  - ii. Ensuring the integrity of the system to produce reliable, accurate and timely financial information;
  - iii. Ensuring closure of accounting periods per the closedown timetable including timely update of feeder systems;
  - iv. Lead in the development of training for new developments as they are implemented and tailoring of on going training programmes provided by Corporate Training.
  - v. Development of comprehensive 'user-friendly' procedure notes governing the use of the financial management suite; and

**Your responsibilities are to:-**

- Maintain strong and productive working relationships with our System Users, Module Administrators, Software Companies etc.
- Maintain an awareness of development in best practice and changes in legislation, including revising procedures as appropriate.
- To actively seek to streamline processes and procedures in relation to the Financial Management Suite both within the Team and providing assistance authority wide within the constraints of available resource.
- To co-ordinate and advise on implementation of upgrades to the Authority's financial management suite
- To coordinate the development of the financial system's varied reporting tools.
- To be instrumental in user consultation and advise on development of the system functionality to respond accordingly to user requirements within the constraints of robust financial and operational control.
- To co-ordinate and actively participate in working groups set-up to assist in the development and delivery of component parts of the Authority's financial suite.
- Represent the Financial Systems Support Manager as appropriate and to provide cover for the Revenues System Administrator when necessary.

- To embrace the technologies and IT systems at the disposal of the Authority with a view to maintaining more robust management information systems.
- To undertake regular one to one's and annual Employee Reviews with all members of the team, as prescribed by the Authority's procedures.
- To carry out any other duties commensurate with the post

**Here's what we can provide you with:-**

- Management and team support
- On the job training to learn the systems and associated tasks
- Access to IT training courses relevant to your role
- A flexible work environment
- Agile working

**What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

## Person Specification

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

	<b>Requirements</b>	<b>High/Medium</b>	<b>Ascertained by</b>
1	<b>Experience</b> Possess at least two year's experience of working in the systems administration of financial management suites.	High	Application form & interview
2	<b>Qualifications</b> Be AAT qualified, or deemed qualified with experience.	Medium	Application form
3	<b>Knowledge</b> Knowledge and understanding of the work of local government and the current agenda to which it works	High	Application form & interview
4	<b>Aptitude &amp; Skills</b>  Experience in defining, reviewing processes, making recommendations and following these through to implementation.  Experience of working with limited resources and determining the use of these resources to undertake and achieve a specific task.  A high level of understanding of integrated financial systems methods and practices. A track record in problem solving at an operational level is also required.  Analytical and creative skills are essential to produce solutions or strategies for the development of robust integrated financial systems.  The candidate must be able to show a very high level of computer literacy, with experience in the use of Excel, Word, Agresso Business World and complex computer-based financial ledger systems.  Experience in using exceptional interpersonal, oral and communication skills are a prerequisite of the post, including persuasive skills and conveying technical systems issues to non-finance staff and team members.  Be able to demonstrate skills in leadership, organisational and motivational skills including the ability to prioritise their own work and that of others in order to meet strict deadlines.  Be able to demonstrate skills in team building and working.	High  High  High  High  High  High	Application form & interview  Application form & interview  Application form & interview  Application form & interview  Application form & interview  Application form & Interview  Application form & Interview  Application form & Interview
6	<b>Other</b> To abide by the Council's Equal Opportunities Policy.	High	Application form & interview

		Hold a current driving licence and have access to a car	Medium	Application form
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**Should you require any further information regarding this post, please contact:  
Leanne Harper – Financial System Support Manager Tel (01633) 644272**

**Closing Date: 12 Noon on 9<sup>th</sup> January 2015**