

Finance Systems Implementation Lead

Reports to: Head of Finance and Resources
Contract: 9 month fixed term contract
Location: Manchester or London with travel to both locations
Grade: D+
Salary: £46,003.00 per annum

Benefits

- 30 days annual leave plus bank holidays
- Employee assistance programme
- Hybrid working (minimum two days per week in the office)
- Access to the Civil Service Pension Scheme, including Alpha (currently 28.9% employer contribution)

About Transport Focus

Transport Focus is the voice of Britain's transport users. We use powerful insight and evidence to challenge, influence, and improve the user experience across the transport sector. Key to our success is our strong stakeholder network and our ability to turn passenger and road user feedback into meaningful change.

We are an executive non-departmental public body sponsored by the Department for Transport (DfT). We are led by a board of non-executive directors appointed by DfT, the Scottish and Welsh Governments, and the London Assembly, and run by a senior leadership team based across Manchester and London.

This is a pivotal period for the organisation as we prepare to take on new responsibilities linked to the Government's railway reforms.

Role Outline

This is an exciting opportunity to lead the implementation of a new finance system that will transform how we manage financial information across the organisation.

Working closely with Finance, IT, external implementation partners and colleagues across the business, you will help shape and deliver the successful implementation of our new finance system. From mapping current processes and supporting system configuration through to testing, training and embedding new ways of working, you'll help ensure the project delivers lasting improvements to our financial processes and reporting.

This role is ideal for someone who enjoys project-based work, thrives on improving processes and systems, and can bridge the gap between finance and technology. Alongside supporting the implementation project, you'll also help ensure financial information remains accurate, reliable and supports effective decision making.

What you will do

- Lead the delivery and implementation of a new finance system, working alongside internal stakeholders and implementation partners.
- Set up and lead the project team, ensuring business requirements are understood and translated into system solutions.
- Review existing finance processes and realise opportunities to improve efficiency, controls and automation.
- Oversee deliver of the system configuration, testing, data migration and user acceptance testing (UAT).
- Help cleanse, validate and reconcile financial data throughout the implementation.
- Develop reporting requirements and support the creation of dashboards and management information.

Finance Systems Implementation Lead

- Produce process documentation, user guides and training materials.
- Deliver training and support colleagues in adopting new systems and processes.
- Build strong relationships across Finance, IT and operational teams to ensure successful project delivery.
- Support project planning, risk management and issue resolution throughout implementation.
- Assist with post implementation reviews and continuous improvement activities.
- Ensure appropriate financial controls and governance are maintained throughout the transition.
- Provide project related reporting and updates to key stakeholders.

About you

You'll enjoy improving processes and making systems work better for the people who use them. You're equally comfortable discussing accounting requirements with finance colleagues as you are working alongside IT teams and software suppliers. You'll bring:

- High levels of experience delivering finance system implementations, ERP projects or finance transformation initiatives.
- Qualified or part qualified accountant (CCAB, CIMA, ACCA or equivalent) or significant relevant experience.
- Strong understanding of finance processes, financial controls and management reporting.
- Experience working on project teams, specifically within a systems implementation or change environment.
- Experience of business process mapping, requirements gathering and process improvement.
- Experience supporting data migration, system testing and user acceptance testing (UAT).
- Strong analytical skills with advanced Excel capability.
- Excellent stakeholder management and communication skills, with the ability to explain technical concepts to non technical audiences.
- Strong organisational skills with the ability to manage competing priorities and project deadlines.
- Knowledge of reporting tools, business intelligence platforms or ERP systems would be advantageous.
- A collaborative, adaptable approach and enthusiasm for helping people embrace change.

Our commitment to equality, diversity and inclusion

Transport Focus is committed to representing all transport users. Our team members will play a large part in inspiring the organisation to think differently in terms of approach to this commitment. We must show that our work is representative, relevant, and useful. Diversity and inclusion is key to being able to do this effectively. We believe that everyone in society deserves the same chances in life. Having a diverse and inclusive organisation means we can tap into different perspectives and experiences to generate new ideas and initiatives, which will make our work more relevant and useful. We want Transport Focus to be a place for everybody and anybody to work. We aim to build teams that draw upon the widest range of experiences, talent, and ideas, and for that reason welcome applications from the broadest range of backgrounds and communities.