

Systems Analyst

College/Division	Division of Future Students
School/Section	Financial Services
Location	Launceston / Hobart
Classification	HEO7
Reporting line	Reports to Manager – Financial Business Systems

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a Systems Analyst within [Financial Services](#) which is part of the [Division of Future Students](#).

The Financial Business Systems team within Financial Services is responsible for the management of the University's core financial systems. The team provides user support, training and system administration functions, as well as reporting, development and continuous improvement capability across all financial administrative functions within the University.

The Systems Analyst will be required to work within a team environment with a significant client focus and will contribute to the efficient operation of the University's Finance Systems.

The incumbent will be assigned to projects initiated as part of Financial Services business process improvements. The position will be responsible for developing options for improvement and implementing business process change, undertaking detailed technical analysis of financial system requirements and integration issues. The incumbent must be able to demonstrate the necessary flexibility, attention to detail and ability to describe complex systems.

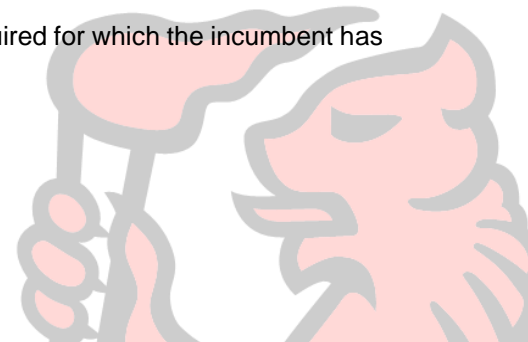
We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

Finance Systems Analysis and Development

- Perform analysis and planning for system enhancement projects. Participate in the development and testing of the system improvements and integrations with other systems.
- Document, analyse and review existing business processes and recommend improvements to provide enhanced service delivery, in the form of improved system performance and/or efficiency of manual processes.
- Undertake other special projects/duties which may be reasonably required for which the incumbent has received adequate training and instruction.

Finance Systems Operation and Support



- Provide expert technical advice on the maintenance and support of the University's Finance system applications including testing, user administration, security, performance monitoring and system integrations.
- Provide technical advice regarding the integration of feeder systems into the University's finance system, taking special responsibility for this area.
- Co-ordinate regular system management tasks – monitoring operational processes and logs, running end of month and end of year processes; monitoring interfaces; and planning and implementing patches, new releases/upgrades. Investigate and resolve issues and problems and/or provide advice, including liaising with internal and external service providers.
- Provide assistance (general and technical) to users in relation to the operation of financial systems as required; including the troubleshooting of accounting reconciliation issues.

Financial Information Management

- Co-ordinate the maintenance of key financial information assets including the general ledger and chart of accounts, approval delegations and related assets; whilst ensuring appropriate information security – data integrity, availability and confidentiality.
- Develop and maintain system documentation and guidelines, particularly in relation to system policies, operational knowledge and best practice;
- Undertake other duties as assigned by the supervisor.

What We're Looking For (success criteria)

- Proven experience in the development, implementation and maintenance of complex financial business systems in large organisations including associated manuals and documentation.
- Proven experience in the integration / interfacing of financial business systems.
- Demonstrated strong analytical skills, including the ability to interpret client issues or requirements, investigate issues, document scenarios, test fixes and communicate with the full range of technical and non-technical staff to resolve problems.
- Demonstrated high level written communication skills, including the ability to produce and maintain a range of documentation including training materials, self-help guides, responses to user enquiries, support procedures and incident advisories and reports
- Proven experience in training and instruction in the use of application systems.
- High level of proficiency in information technology, including intermediate experience with Microsoft Office applications and Windows operating systems.
- A degree from a recognised higher education institution with subsequent relevant experience in business analysis/system support; or an equivalent level of expertise gained through a combination of experience and/or education/training.

Desirable Attributes

- Understanding of Finance systems and business processes in a higher education setting.
- Demonstrated knowledge and understanding of accounting and financial management and procurement business processes.
- Knowledge of TechnologyOne Financials.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.



We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

