

Finance Business Analyst

Purpose of this role

This role is Business Analyst for the implementation of a financial accounting and reporting system in IMI. Working with IT, Finance and other users of the finance system, the role will be responsible for analysing and determining requirements, advising on process design, documenting as-is and to-be finance processes, liaising with the system vendor, and ensuring that the system implemented is well suited to business needs.

The role will involve working closely with IT, Finance and other end users, and will require strong knowledge of mid-tier cloud based finance / accounting / ERP systems, e.g. Dynamics Business Central or comparable systems.

About us

Leadership. It's more than a job – it's a mindset. It's the capacity to inspire, empower and create new possibilities.

IMI's mission, and passion, is to equip leaders to build the future. We are world-class specialists in enabling and inspiring leadership performance. We challenge and support leaders to fulfil their ambition - unlocking their potential and giving them the skills to deliver exceptional performance.

We've been shaping world-class executives for over sixty years. Founded by business leaders, for business leaders, in partnership with UCC's expert research faculty, we deliver intensively practical executive education that works in the real world. Our unique global rankings are a testament to our impact.

Any day spent at IMI challenges assumptions, deepens perspective, and amplifies ability to lead. Do you have what it takes to work with IMI? Join us on our mission to equip leaders to build the future, and you will shape the future of leadership in Ireland.

IMI. Inspiring Leadership Performance.

Key responsibilities

The focus will be on redesigning and improving finance process as part of the implementation of a new cloud-based finance system to replace the existing legacy system. Key responsibilities include, but may not be limited to:

- Maintain and, where necessary, update, existing "as-is" process documentation.
- Analyse existing processes to determine inefficiencies and opportunities for improvement
- Identify opportunities for business process automation.
- Work with Finance, end users, IT, and system vendor to design and document "to-be" processes.
- Translate user requirements into the finance system implementation project specifications.
- Work with management to design a suite of finance reports and key performance indicators.
- Act as a key member of the systems implementation project, liaising with vendor / management.
- Identify, communicate, and manage risks associated with this project.

IMI is strongly committed to protecting your personal information and we process and protect your personal data in accordance with our Privacy Notice which can be accessed on our website at the

following address <http://www.imi.ie/about-imi/careers-imi>

The IMI is an equal opportunities employer

Experience and qualifications required:

- Extensive experience in analysing, designing and documenting business processes
- Extensive experience in working as a business analyst for finance processes
- Experience working in ERP or accounting systems implementation projects
- Deep understanding of accounting processes, and preferably, an accounting or finance qualification
- Experience of processes including sales cycle, purchase cycle, general ledger, treasury and banking, project accounting, fixed assets, payroll, etc.
- Formal qualification in information systems or a related field
- Familiarity with financial reporting and experience in designing reports and KPIs
- Familiarity with project management processes
- Experience of working in the higher education or professional services sectors is desirable
- Extensive experience in working with a diverse stakeholder group and gathering business requirements from multiple parts of an organisation

Personal qualities:

- The ability to build and maintain a personal ethos of high performance.
- Results oriented, proven ability to reach and exceed targets in a dynamic environment.
- Strong/persuasive communication skills and the ability to develop productive working relationships across teams and departments are essential.
- Excellent attention to detail.
- Take initiative, with a hands-on execution style.
- Strong ability to build personal rapport with a wide range of stakeholders.
- Superior strategic planning and organisational skills, be self-driven, well organised, and able to work independently with a hands-on execution style.
- Proven ability to align and integrate individual and team goals with overall Institute strategy.
- Flexible and be able to work outside standard business hours as required.

IMI's Values

IMI's new Values and Behaviours Framework identifies six core Values that we fundamentally believe in as central to our culture, brand and organisational identity.



To ensure IMI recruit the right people to join our team, people who actively reflect our values and culture, we take a competency based approach to interviewing. Candidates called to interview will be asked a series of competency questions to allow them to demonstrate how their knowledge, skills and attitudes align with IMI's values and culture.

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How to apply:

All applications must be submitted through IMI's applicant tracking system at:

<https://imi.peoplehr.net/Pages/JobBoard/Opening.aspx?v=6daeb429-7a1b-4e1a-889f-c50c0adce42a>

Closing date for applications is: 5pm on Friday 5 March 2021

Applications should include:

1. A comprehensive CV giving details of relevant achievements and experience in previous positions as well as your education and professional qualifications.
2. A brief covering letter that summarises your interest in and suitability for this position, providing evidence of your ability to match the criteria outlined in the Candidate Requirements.

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