

IT – Finance Systems Analyst

Practice group/Global Operations team: Global Operations

Full time/Part time: Full time

Location: Leeds

About Eversheds Sutherland:

Eversheds Sutherland is a top 15 global law firm, formed in 2017 with the combination of US based international firm Sutherland Asbill & Brennan and the European based international firm Eversheds. The firm now operates in over 36 countries, has 67 offices and in 2018 its 2,850 lawyers and 5,000 staff generated \$1.175bn in revenue, an increase of 10%.

In 2017 Eversheds Sutherland acted for 72 of the Fortune 100, 120 of the Fortune 200 and 61 of the FTSE100 and the client list includes organisations such as Microsoft and Facebook. The firm provides a full range legal services, including corporate and M&A, dispute resolution and litigation, energy and infrastructure, insurance and financial services, human capital, intellectual property, real estate and construction and tax.

The business has a strong cultural identity and values it lives by which help their clients, people and communities thrive. Together they are: Collaborative, Creative, Professional, Inclusive and Open. The firm is consistently recognised for its innovative culture and service and have been named as a “Top Ten Game Changer” of the past 10 years by the FT Innovative Lawyer report, they were ranked 8th by the FT in the FT50 of the most innovative law firms in Europe and won the Legal Services Innovation award at the British Legal Awards.

The Team

Eversheds Sutherland are seeking an experienced Finance Systems Analyst to join our Finance Systems Team.

The main focus of the role is to support and maintain the Practice Management System, Elite Enterprise, as well as other finance systems used across Eversheds Sutherland . It will involve understanding, analysing, and resolving issues as well as administering the finance systems. The role is based within IT but the main customer is the Finance team.

The Role

As part of this role you can expect to be involved in:

- Analysis and Investigation of system issues reported to the team
- Monitoring the support queue and identifying and prioritising urgent issues
- Logging issues with vendors that can't be resolved internally and then liaising with them to resolve
- Providing system access and resolving security issues
- Providing ad hoc reports where required
- Maintaining system controls for data and security
- Ensure that system setup processes are fully documented and kept up to date with new information or changes
- Contribute to projects as a finance systems subject matter expert
- Support the needs of the business through changing regulations and corporate structures

- Support continuous improvement of the finance systems

Skills and experience:

Essential:

- Solid experience of working in finance or a finance systems function supporting business stakeholders
- Naturally inquisitive personality with a keen interest in technology and data
- Proven stakeholder management experience, demonstrating ability to work efficiently and effectively under pressure
- Present options (in plain English) and assist stakeholders in understanding the pros/cons and to select the appropriate one.
- Ability to hit the ground running and make a significant difference to the team and business which you support
- Customer focused, flexible, results driven and used to operating in a period of change and renowned for your accuracy and insight
- Willingness to roll sleeves up and undertake a range of activities at critical times of the month
- Be highly effective as part of a wider team, and a real team player
- An ability to identify and own technical challenges and lead efforts to overcome these.
- Knowledge of project delivery cycles and frameworks
- Understanding of Quality

Desirable:

- Experience of working within a legal organisation and familiarity with the finance processes
- Elite Enterprise knowledge and experience but other finance systems can also be relevant

Technology Experience:

- Advanced finance system exposure either as a user or within a support function – essential
- Time recording system – not essential
- Budgeting and Planning (Cognos Planning, Contributor) – not essential
- e-billing Hub & other vendor systems – not essential
- Business Intelligence – at least some exposure
- General IT infrastructure awareness
- SQL – preferred but not essential
- Microsoft Office but particularly Excel - essential

We're a modern, progressive law firm. We think differently and we've built a culture where individual skills and personalities can shine through. At Eversheds Sutherland, we believe that innovation comes from a culture of genuine equality and diversity and we are happy to discuss any reasonable adjustments individuals may require in the recruitment process, or once in post.

In addition to the above, Eversheds Sutherland also require awareness of and full participation in the Firm's commitment to equality and diversity, the environment and health and safety.