

IT – Finance Systems Analyst – Elite Enterprise

Practice group/Global Operations team: Global Operations

Full time/Part time: Full time

Location: Leeds

Contract: 12 month FTC

About Eversheds Sutherland:

Eversheds Sutherland represents the combination of two firms with a shared culture and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solution for every client.

As a full service law firm, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the USA providing legal advice to clients across its company commercial, human resources, litigation and dispute management, and real estate practices.

With 69 offices across 34 countries worldwide, we have become one of the largest law firms in the world and a great place to work and develop your career.

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.

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, 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

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

- Monitoring the support queue and identifying and prioritising urgent issues
- Logging issues with vendors 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:

- Elite Enterprise knowledge and experience
- Solid experience of working in a finance systems function supporting business stakeholders
- 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

Technology Experience:

- Budgeting and Planning (Cognos Planning, Contributor) – although not essential
- e-billing Hub & other vendor systems
- Business Intelligence
- General IT infrastructure awareness
- Advanced SQL
- Microsoft Office but particularly Excel