



Job Description

Position Title	Financial Applications Specialist
Department	Information Technology
Type of Position	Full Time

POSITION DESCRIPTION

The Financial Applications Specialist will play a key functional role in managing enterprise-level financial applications. This position requires a strong understanding of financial processes and systems, ensuring the successful implementation, enhancement, and ongoing support of financial applications within the university. The role involves close collaboration with Finance, Procurement and other administrative and academic departments, to align financial systems with the university's business needs, strategic goals, and compliance requirements.

DUTIES AND RESPONSIBILITIES

This role is instrumental in maintaining and improving financial and supply chain systems to support the university's administrative operations.

Functional Analysis and Support:

- Analyze, document and configure business processes and requirements.
- Provide functional support for financial modules including General Ledger, Accounts Payable, Accounts Receivable, Cash/Treasury, Purchasing, Inventory and Asset Management.
- Troubleshoot and resolve functional issues in collaboration with technical teams.

Stakeholder Collaboration:

- Engage with various departments to understand their needs and translate them into system solutions.
- Conduct regular meetings with stakeholders to review system performance and gather feedback.
- Provide training and support to end-users.

Continuous Improvement:

- Identify opportunities for system and process improvements.
- Stay updated with the latest financial applications features and functionalities.
- Propose and implement best practices in system usage and process optimization.

Collaborate for Technical Support and Troubleshooting:

- Work closely with internal and external technical support teams to address system issues and resolving user queries.

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Security and Compliance:

- Manage user access and security roles within financial applications, ensuring compliance with university policies and regulatory requirements.
- Implement and monitor security measures to protect data integrity and prevent unauthorized access.

Data Management:

- Oversee data migration, integration, and data integrity within the financial applications environment.
- Collaborate with database administrators to ensure efficient data management and optimize database performance.
- Support data reporting and analytics initiatives by providing necessary technical assistance.

Collaboration and Communication:

- Work closely with internal functional teams to understand business requirements and translate them into technical solutions.
- Collaborate with external vendors and consultants for system enhancements and issue resolution.
- Communicate system changes, updates, and outages to stakeholders in a timely manner.

System Enhancements and Optimization:

- Identify opportunities for system improvements and automation to enhance efficiency and user experience.
- Participate in the planning and execution of new module implementations and system enhancements.
- Test and validate new functionalities, patches, and updates before deployment to production.
- Any other task assigned by authorities.

REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ Graduation or higher, preferably Finance, Technology, Business Administration, or a related field.
Required Experience	<ul style="list-style-type: none"> ✓ Minimum 05 years of work experience in implementation and support of Enterprise Level Financial Applications preferable Oracle PeopleSoft Financial Application Modules. ✓ Consultant approach with user support services skills.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	Competency	Criticality (High / Low / Medium)
1.	Functional Experience <ul style="list-style-type: none"> ▪ General Ledger, ▪ Account Receivable ▪ Account Payable ▪ Asset Management ▪ Cash/Treasury ▪ Procurement 	High

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	▪ Inventory	
2.	Security & User profile management	High
3.	Attention to detail, Meet Deadline	High
5.	Report Development	High
6.	Query Development	High
7	Verbal and Written Communication	High

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