

Job Title:	Finance Project Business Analyst
Department:	Finance
Reporting To:	Finance Project Manager
Hours:	35 hours, Mon – Fri – 9 a.m. to 5 p.m.
Location:	St. Andrews
Contract:	Full time – Permanent

Job Purpose

Based in St Andrews, The R&A runs professional championships including The Open and the AIG Women's British Open, elite amateur events, international matches and rankings. The R&A, through R&A Rules Ltd, governs the sport worldwide, outside of the United States and Mexico, on behalf of over 36 million golfers in 143 countries and with the consent of 157 organisations from amateur and professional golf. The R&A is at the forefront in modernising the sport and making it more relevant to today's society.

The R&A's purpose is to make golf more accessible, appealing and inclusive and to ensure it is thriving 50 years from now. The Finance department plays a key role in supporting that purpose and we are looking for a Finance Project Business Analyst to join the Finance Project Team and provide accounting support to the Finance Project Manager. This is a newly created role and presents an excellent opportunity for the right candidate.

Job Description

ROLE AND RESPONSIBILITIES

Core responsibilities are for the R&A Group companies and The Royal and Ancient Golf Club of St Andrews:

- Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions for the new Finance system implementation.
- Leading ongoing reviews of business processes and developing optimization strategies.
- Supporting the delivery of new financial systems and processes for the R&A Group and the Golf Club
- Performing requirements analysis.
- Documenting and communicating the results of your efforts.
- Effectively communicating your insights and plans to cross-functional team members and management.
- Gathering critical information from meetings with various stakeholders and producing useful reports.
- Working closely with vendors, technicians, and managerial staff.
- Providing leadership, training, coaching, and guidance to other staff members.
- Staying up to date on the latest process and IT advancements to automate and modernize systems.
- Conducting meetings and presentations to share ideas and findings.
- Ensuring solutions meet business needs and requirements.
- Performing user acceptance testing.
- Supporting projects, co-ordinating project plans, and monitoring performance.
- Updating, implementing and maintaining procedures.
- Serving as a liaison between project stakeholders and intended end users.
- Monitoring deliverables and ensuring timely completion of project workstreams.

QUALIFICATIONS AND EXPERIENCE

- Experience of working in a Finance environment for a number of years.

- Experience of working in a fast pace and/or complex Project and Change environment.
- Proven track record in a similar role.
- Qualified accountant (CIMA/ACCA/CA) (desirable).
- Exceptional analytical and conceptual thinking skills.
- A history of supporting successful projects.

IT EXPERIENCE

- Extensive experience using a variety of ERP and Financial Systems Experience
- Working knowledge of Netsuite or Microsoft Dynamics NAV/BC or AX/FO (currently using Sage 50).
- Experience of using MI/BI reporting tools e.g. Jet Reports, Hyperion, Business Objects, Crystal Reports
- Experience of managing and implementing purchase order systems (desirable)
- Working knowledge of Microsoft Dynamics 365 Customer Engagement / CRM
- Advanced/Intermediate Microsoft Excel user
- Working knowledge of Microsoft Project

SKILLS

In addition, the successful candidate will to be excellent at:

- Written and spoken communication skills.
- Explaining abstract and technical ideas with non-technical people.
- Communicating effectively and professionally with people at all levels.
- Being a positive and enthusiastic change agent.
- Excellent attention to detail and documentation skills.
- Ability to multitask and prioritise, taking responsibility for their own workload.
- Proven ability to work under pressure and to tight timescales.
- Confidentiality, discretion and initiative.
- Always prepared to 'go the extra mile' in delivering service on time and to the highest standards.

To apply for this vacancy, please send your c.v. and covering letter, **stating clearly your salary expectation** to Caroline Lee – recruitment@randa.org prior to the closing date of 27 September 2019.

How your information will be used

In order to progress your application, for administrative purposes, The R&A will record, keep, and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of The R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy at <https://www.randa.org/Footer/Privacy-Policy>. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.

If you have any questions about The R&A's use of your data, please contact us by email at privacy@randa.org.

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.