

Job Title:	Finance Project Coordinator
Department:	Finance
Reporting To:	Finance System Manager
Hours:	35 hours, Mon – Fri – 9 a.m. to 5 p.m.
Location:	St. Andrews
Contract:	Fixed Term – 12 months (with possible option to extend)

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 Coordinator to join the Finance Project Team and provide accounting support to the Finance System Manager and wider business throughout the delivery phase of the new ERP solution. This is a newly created role and will initially be offered on a 12-month fixed term basis with a potential option for this to be extended.

Job Description

ROLE AND RESPONSIBILITIES

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

- Assisting the Finance System Manager to coordinate and support the solutions for the new Finance system.
- Support and document new business processes for the Finance system as they are developed.
- Assist with and provide initial first line support for the Finance Project team and subsequent users of the system.
- Communicate with the Finance Project team and wider business users during the rollout of the project and beyond.
- Assist with the planning and execution of training sessions in line with the roll out of the project.
- Be aware of up-to-date IT advancements which may help to automate and improve system functions.
- Assist with testing and the co-ordination of user acceptance testing throughout the lifecycle of the project.
- Supporting projects and assisting with the rollout process.
- Updating, assisting with the creation and maintenance of new policies and procedures.
- Serving as a liaison between project team and intended end users.
- Serving as a liaison between internal team and external partners where appropriate.
- Assist and support the timely completion of project workstreams.

QUALIFICATIONS AND EXPERIENCE

- Experience of working in a finance environment would be a major advantage.
- Experience of working with finance system processes.
- Understanding of the core concepts of finance and finance processes.
- Aptitude for analytical thinking and problem-solving skills.
- Understanding the project implementation lifecycle would be beneficial but not essential.

SYSTEMS EXPERIENCE

- Experience of ERP/Financial Systems would be an advantage.
- Working knowledge of NetSuite or similar system (desirable).
- Knowledge of MI/BI reporting tools (desirable).
- Knowledge of purchase order systems (desirable).
- Knowledge of Microsoft Dynamics 365 Customer Engagement/CRM.
- Experience of working with Microsoft Excel to an intermediate level.
- Working knowledge of Microsoft Project.
- Working knowledge of all Microsoft Office 365 products.

SKILLS

In addition, the successful candidate will be excellent at:

- Written and spoken communication skills.
- 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 when required.
- Proven ability to work under pressure and to tight timescales.
- Confidentiality, discretion and initiative.
- 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 Susie Crocker at recruitment@randa.org prior to the closing date of midday on **Monday 27th January 2020**.

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.