**Role Description & Person Profile**

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| **Role** |  |
| **Job title** | ERP Transformations Analyst (Central Finance) |
| **Division** | Central Functions |
| **Department** | Central Finance |
| **Location** | Peterborough |
| **Team Structure**  Reports to, direct reports, etc. | Reports to: Central Finance Transformations Manager  Team: 2X Transformations Analysts |

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| **Description** |  |
| **Role Overview**  The contribution of the role to achieving the overall business objective. Span of impact.  Main purpose, focus of the role. | The successful candidate will be working on an ERP project with the core project team, Central Finance and AB Agri business units to implement the new ERP M3 and centralising the transactional processes from the business units into the central finance team.  You will be involved in testing the new system ensuring the Central Finance requirements have been met, delivering training and supporting the central finance team and business units through to go-live and beyond and as part of the project you will also be assisting the Transformations manager with the centralisation of the transaction processes, ensuring all new processes are embedded into the day to day activities of the transactions team. |
| **Role Objectives**  The key responsibilities and key accountabilities of role. | * Develop a strong understanding of our existing Finance processes particularly Purchase ledger and Banking activities. * Testing Finance Processes: With support from the project team, conduct thorough testing of finance modules in the ERP and relevant integrations to ensure accuracy, functionality and appropriate controls. where fails occur, work with the project team to proactively find a resolution. * Deliver Training: Work closely with the project Change and Training team, in particular working with the Training Manager to create an aligned approach to training delivery. deliver training programmes for end users on business processes and systems. Create work instructions, training videos and process maps to support ongoing training. * Stakeholder Management: Build effective relationships with stakeholders at all levels throughout the project lifecycle and understand their varying levels of interest and influence on the project to engage with them accordingly and ensure alignment and collaboration across functions * Centralisation: Assist the transformations manager in coordinating the centralisation of the purchase ledger and banking activities from the Business to Central Finance to ensure a smooth transition in line with the ERP go-Live dates. * Go-Live Activities: support the cutover process activities to get Central Finance and the Business Units ready for go-live, provide support to both the central finance team and the business unit during the go-live phase to ensure smooth transition and minimal disruption. Assist users with troubleshooting and resolving any immediate issues that arise during hyper care. * Day to Day support: Ensure business process are embedded, support the transactions team by assisting in in the resolution of processing issues, where needed report to the project team, assist with the change request activities including testing, training and updating the existing process documentation. * Documentation: assist with documenting all processes, integrations, and changes made to the ERP system. Maintain detailed records for future reference and compliance purposes. |

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| **Key Stakeholders**  What are the challenges of the relationships, communication strategies required, etc | This role will work with a wide range of stakeholders across AB Agri:   * Central Finance * Order to Cash Team * AB Agri Divisions |
| **Scope**  Depth, breath of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility. | A role requiring a practical and pragmatic approach, with a solid understanding of finance processes.  Someone with the confidence to challenge constructively with the appropriate level of understanding of the business. |

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| **Person Profile** |  | **Essential or Desirable** |
| **Knowledge** | * Good understanding of operational processes in a finance department * Ability to manage competing priorities and meet tight deadlines in a busy work environment * Experience in using process mapping tools. * Knowledge of M3 * AAT or Part-qualified (CIMA/ACCA/ACA) | E  E  D  D  D |
| **Key Behaviours** | * Strong engagement and communication skills, with proven ability in developing effective working relationships across all levels of the organisation. * Strong organisational skills with ability to work at speed and adapt to changing demands and priorities. * Desire to learn new things, broaden knowledge base and make a real difference | E  E  E |
| **Other factors** | * Some travel maybe required. * Some requirements to work longer hours (e.g. at Go-Live). |  |