



Job Description

Job Title:	Junior Finance System Analyst
Location:	Victoria, London
Reports To:	Finance Systems Administrator
Salary:	Competitive
Benefits:	Pension, Life Assurance, Permanent Health Insurance, Private Medical Insurance, 25 days holiday
Hours:	9.00am to 5.30pm

ABOUT CHIME

Chime is a sport, entertainment and communications group present in six continents, 20 countries and 32 cities. The group comprises CSM in sport and entertainment; the VCCP Partnership in marketing communications; OPEN Health in healthcare communications, public relations and market access; CIE in market research; and the Chime Specialist Group in communications in specialist market places.

At Chime, we transform businesses, brands and organisations through the power of sport, entertainment and communications by creating a lasting commercial and social impact. We create award winning campaigns for the likes of easyJet, Airbnb and comparethemarket.com. We have involved Martini in Formula One, HSBC in the British & Irish Lions and Bradesco in the Rio 2016 Olympics. It's a unique combination able to engage, unify and command the loyalty of global audiences.

PURPOSE

Chime Central finance team has recently installed IBM TM1 Enterprise across the Group, and is looking for a Junior Finance Systems Analyst to support the Finance Systems Administrator. The role would be a central point of contact across the Group, responsible for administration and maintenance of TM1. This would involve setting up users, companies, reports and completing weekly and month end roll over processes.

KEY JOB TASKS

- Proactively communicate and collaborate with internal clients to analyse informational needs and functional requirements.
 - Support the finance month/year end process.
 - Setting up new users and companies.
 - Maintaining chart of accounts
 - Uploading data
 - To assist in the development of TM1/Business Intelligence for other activities as required.
 - Maintain interfaces and links with other finance systems, and ensure data integrity between systems
 - Please note that owing to the fact that this role is a key part of certain processes annual leave will be restricted around key dates in the budgeting and forecasting cycle.
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KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Attention to detail is required and the right candidate must be able to work in a structured and process focussed way.
 - The role is business focused not IT focused, but a basic understanding of information systems is desirable.
 - Assist with continuous system and workflow improvements
 - Intermediate Excel skills
 - Numerical
 - The ideal candidate will be a recent graduate or have 1 or 2 years' experience in a similar role. The following skills are desirable:
 - VBA experience
 - IBM TM1 experience
 - Business Intelligence experience
 - Financial Reporting Systems experience
 - Either a Finance, Computer Science or Information Systems degree is desirable
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DESIRED ATTITUDES AND BEHAVIOURS

- Required to be organised, and to be able to think in terms of process and procedure.
- To learn and develop analytical and interpersonal skills as well as technical analysis capabilities.
- Customer service orientated
- Problem solver
- Good verbal and written communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts.
- Good interpersonal skills; must understand, appreciate and adapt to different working styles and patterns to get the most out of the team.