

## Role summary

Foster + Partners (F+P) is a global studio for sustainable architecture, urbanism, engineering, and design, founded by Norman Foster in 1967. With offices around the world, the practice works as a single entity that is both ethnically and culturally diverse, with people central to all its endeavours. It has grown from a handful of staff to over 1,800 people, located in offices across the world. Continued growth has led to various challenges and opportunities and F+P are currently implementing a new ERP technology platform to support future growth.

This is a specialised role that combines accounting expertise with a strong understanding of information technology and systems. This team member will play a critical role in ensuring that F+P financial systems and processes are efficient, accurate, and aligned with F+P strategic goals.

The Finance Systems Lead is responsible for managing and optimising financial systems, software, and processes within F+P. This role involves collaborating with finance and IT teams to ensure that financial data is accurate, secure, and efficiently processed. The Finance Systems Lead will also play a key role in implementing and maintaining accounting software and tools, working closely with senior stakeholders to influence system strategy.

## Role Definition

Job title: Finance Systems Lead  
Reporting to: Head of FP&A, Partner

## Responsibilities

### Financial Systems Management:

- Lead the administration and oversight of all financial systems, including ERP platforms, accounting software, and related tools.
- Maintain data integrity and accuracy across systems, ensuring compliance with internal controls and regulatory standards.
- Lead user acceptance testing of fixes and new features.
- Monitor system performance, proactively troubleshoot issues, and implement solutions to minimize downtime.
- Partner with IT to manage system maintenance, upgrades, and infrastructure requirements.

### Process Improvement:

- Identify and deliver process improvements within finance and accounting workflows.
- Drive automation initiatives to reduce manual tasks and enhance efficiency.
- Establish and enforce best practices for system usage and financial data management.

### Financial Reporting:

- Oversee the development of accurate, timely financial reports aligned with IFRS, GAAP, and regulatory requirements.
- Design and implement custom dashboards and reporting suites for senior management and operational teams.
- Support preparation of financial statements and disclosures.

### Data Security and Compliance (working in partnership with IT):

- Collaborate with IT to implement robust security protocols safeguarding financial data.
- Ensure adherence to compliance standards and regulatory frameworks.

- Act as a key liaison during internal and external audits.

### Training and Support:

- Deliver training programs and create user documentation to maximize system adoption and effectiveness.
- Provide ongoing support and resolve user queries promptly.

### Integration and Upgrades:

- Lead evaluation and selection of financial systems and tools.
- Plan and manage system upgrades and integrations with other business platforms.

### ERP implementation Leadership:

- Serve as a core member of the ERP implementation team for the transition to Microsoft Dynamics 365 working collaboratively with the internal F+P Programme Team, and our external implementation Partner.
- Analyze existing systems (Cygnum and Access Dimensions) and define requirements for the new platform.
- Configure test environments to meet reporting and operational needs.
- Oversee data migration and validation processes.
- Collaborate with Information Systems to develop real-time reporting portals.
- Design and deliver reporting suites for key stakeholders, including senior management and project teams.
- Conduct system testing, develop training materials, and lead user training sessions.

### Additional

- Contribute to cross-functional initiatives and support organizational priorities.
- Ensure compliance with Finance & Planning procedures and standards.
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.

### Qualifications:

- A recognised professional UK accountancy qualification.

### Experience:

- ERP Implementation & Management: Proven track record in leading ERP projects (Microsoft Dynamics 365 preferred), including system configuration, data migration, testing, and go-live support.
- Financial Systems Administration: Hands-on experience managing accounting software, ERP platforms, and related financial tools.
- Process Improvement & Automation: Demonstrated ability to streamline workflows, implement automation, and optimize finance processes.
- Financial Reporting & Compliance: Experience developing custom reports and dashboards, ensuring compliance with IFRS, GAAP, and regulatory standards.
- Data Security & Audit Support: Skilled in implementing security measures and supporting internal/external audits.
- Training & Change Management: Ability to create training materials, deliver user training, and drive system adoption across teams.
- Cross-Functional Collaboration: Experience working with Finance, IT, and business stakeholders to deliver strategic system initiatives.

### Aptitudes:

- Excellent problem-solving and analytical skills.

- Strong communication and interpersonal skills.
- Attention to detail and a commitment to accuracy.
- Project management skills for overseeing system implementations and upgrades.
- Knowledge of data security and compliance requirements.

**Qualities and Skills required**

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Excellent organisational skills
- Good IT skills including advanced excel.
- Excellent written and verbal communication skills– articulate and diplomatic manner.
- Good interpersonal skills and able to work independently and as part of an effective team.
- Methodical, accurate and consistent attention to detail
- Appreciation of, and commitment to, the business of the Practice
- Empathy with a creative environment
- Strong planning and workload management skills with the ability to manage short-term and long-term activities to agreed deadlines.
- Able to demonstrate numeracy.
- Honesty and discretion
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Work independently and as part of an effective team
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.