Role summary

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 Foster + Partners financial systems and processes are efficient, accurate, and aligned with Foster + Partners strategic goals.
The Systems Accountant is responsible for managing and optimising financial systems, software, and processes within Foster + Partners. This role involves collaborating with finance and IT teams to ensure that financial data is accurate, secure, and efficiently processed. The Systems Accountant will also play a key role in implementing and maintaining accounting software and tools.

Role Definition

Job title: Systems Accountant
Reporting to: Financial Controller on a day-to-day basis and to the Senior Executive Partner /Finance Partner

Responsibilities

Financial Systems Management
- Oversee financial systems, including accounting software, ERP systems, and related tools.
- Ensure the integrity and accuracy of financial data within these systems.
- Monitor system performance and troubleshoot any issues promptly.
- Collaborate with IT teams to maintain and update financial software and hardware.

Process Improvement
- Identify areas for process improvement within the finance and accounting departments.
- Streamline financial workflows and automate repetitive tasks where possible.
- Implement best practices and standards for financial systems usage.

Financial Reporting
- Generate and review financial reports, ensuring they adhere to accounting standards and regulatory requirements.
- Assist in the preparation of financial statements and disclosures.
- Develop custom reports and dashboards to provide insights to management.

Data Security and Compliance (working in partnership with IT)
- Implement security measures to protect financial data from unauthorised access and breaches.
- Ensure compliance with relevant financial regulations and standards, such as IFRS and GAAP.
- Collaborate with internal and external auditors during audits.

Training and Support
- Provide training and support to finance and accounting staff in using financial systems effectively.
- Create documentation and manuals for system users.
- Address user inquiries and resolve issues promptly.

Integration and Upgrades:
- Participate in the evaluation and selection of accounting software and tools.
- Plan and oversee system upgrades and integrations with other business systems.
Your Role during the ERP implementation:

- Understand our existing project accounting and ledger accounting systems. (Cygnum fee and resource and Access Dimensions Ledgers)
- Understand, and be a key member of, our implementation team for the coming replacement software supplied by HSO. (HSO are a leading Microsoft Dynamics 365 solution for A/E/C firms around the world)
- Configure HSO test system to deliver company reporting requirements.
- Transfer data from current system to the new system.
- Develop, in conjunction with our Information Systems team, web-based “portals” for users to view real-time information.
- Design/Configure suites of reports for all key users (senior management, project managers, project accountants etc.).
- Test new system to ensure it is working as expected.
- Develop training material and train system users.
- To contribute, or otherwise assist, as required.
- Thorough knowledge of and compliance with Foster + Partners administrative procedures and standards

- Contribute, or otherwise assist, as required
- 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.
- Thorough knowledge of and compliance with Foster + Partners procedures and standards

Qualities and Skills required

Qualifications
- A recognised professional UK accountancy qualification.

Experience
- Proven experience in accounting and financial management, with a focus on financial systems.
- Hands-on implementation experience.
- Microsoft knowledge.
- Strong knowledge of accounting principles, regulations and standards.
- Proficiency in using accounting software and ERP systems.
- 2-3 years of relevant post qualification experience in accounting and financial systems management.

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
- Good IT skills including advanced excel.
- Excellent organisational skills
- Excellent written and verbal communication skills—articulate and diplomatic manner.
• Self-motivated and able to take responsibility.
• Able to demonstrate initiative and a pro-active approach to daily tasks.
• Good interpersonal skills and able to 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 and able to prioritise duties and work under pressure.
• Methodical, accurate and consistent attention to detail
• Ability to remain calm and resilient at all times.
• 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
• Legally able to work in the country in which the position is based (London UK)

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.