

<b>Position Title:</b>	Systems Analyst
<b>Reports To:</b>	Business Planning and Performance Manager
<b>Direct Reports:</b>	Nil
<b>Group:</b>	Finance and Business Performance
<b>Key Relationships:</b>	Finance Director, Finance Team Members, Information Technology Systems staff, System Users, External System suppliers/vendors.
<b>Location:</b>	Lincoln Campus, Christchurch

## WHO WE ARE

We are passionate innovators, dedicated to making a difference in the future of Aotearoa by delivering world-leading research through complex problem solving across diverse agricultural areas. We are respected by the scientific community for thought leadership, developing strong relationships with Māori partners, trusted by industry partners for the value we add to the sector, and highly regarded by farmers and governmental stakeholders for all we do to keep New Zealand at the forefront of global agricultural excellence.

We go beyond innovation to maintain AgResearch's role as a leading collaborator and contributor to New Zealand's worldwide agricultural reputation.

Our Vision is to drive economic prosperity by transforming agriculture while incorporating the fundamental concepts of sustainability, environmental responsibility, and Mātauranga Māori

## POSITION SCOPE & PURPOSE

The Systems Analyst will form part of the Finance and Business Performance Team. It is expected that the team will work closely together, not only to develop and implement best practice and consistent procedures, but also to ensure that the team maximise the level of service they provide.

The Systems Analyst will provide support and backup to the Senior Systems Analyst in the oversight and management of the AgResearch business performance, financial and accounting systems, by assisting and encouraging the development of objectives, strategies and plans aimed at achieving optimal customer experience and satisfaction and the effective use of organisations' resources and capabilities.

The role will work with the business to understand and provide effective solutions for financial and business performance management and reporting. The role therefore requires a strong understanding of financial and accounting practices.



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## KEY ACCOUNTABILITY AREAS

### SYSTEMS DESIGN AND MAINTENANCE

- Active role assisting in designing, developing, implementing and maintaining Finance & Business systems.
- Analysing and evaluating current systems, capabilities and structures.
- Use and maintain financial systems to an expert user level.
- Identifying business and organisational gaps and opportunities through application of continuous improvement and change methodologies.
- Ensure the integrity of information associated with the financial and business performance systems.
- Assist with development and implementation of enhancements and upgrades to systems including developing specifications, testing, documenting and training.
- Develop report formats and create (author) reports.
- Provide 'one-off' reporting as required.
- Manage the integration of components within the systems framework.
- Act as backup to Lead Systems Analyst in all activities.

### DASHBOARD REPORTING

- Provide leadership in developing and implementing organisational dashboard/BI reporting.
- Subject matter expert in Business Intelligence tools.

### FINANCIAL TRANSACTIONS/PROCESSES

- Oversee certain month end processes.
- Oversight and co-ordination of consolidation ledger.

### USER LIAISON

- Accounting and Systems advice and assistance to system users, especially the finance team.
- Analysing, resolving and responding to user queries and issues.
- Conduct user training.
- Ensure open and pro-active communication that enables information to flow freely.
- Develop good working relationships with all key contacts and provide support to build their capabilities.



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## PROFESSION DEVELOPMENT

- Ensure systems/product knowledge is kept up to date.

## TASKS

- Run full month end and year end processes.
- Leading development and implementation of (some) enhancements to NAV (Continia improvements, fixed assets etc).
- Development and creation of reporting, to inside and outside of FBP; requirements gathering and development of reporting.
- Ad Hoc reporting to various levels, to Directors, to external entities.
- NAV, Planning Analytics, ServiceNow systems administration, user support.
- Liaising with vendors.
- Training users in NAV and Planning Analytics.
- Owner of smaller apps; delegations admin and purchasing.
- Assist Auditors with year-end info requirements, financial and IT.
- Assist External parties with sourcing data for review exercises.
- Preparing and recommending proposals to revise methods and procedures, alter work flows, redefine job functions and support organisational innovation and improvements.
- Assisting in implementing approved recommendations.

## HEALTH AND SAFETY

- Maintain current knowledge and comply with all AgResearch's health, safety and wellbeing (Te Whare Tapa Whā), policies, frameworks, systems, and procedures.
- Identify and report incidents, hazards, near misses and safety observations via AgResearch's health and safety reporting system.
- Demonstrate safe and healthy workplace behaviour by taking all practicable steps to ensure your own and other's safety and wellbeing in the workplace.

## ORGANISATIONAL OBJECTIVES

- Applies and implements prescribed project management methodology into all project work.
- Applies principles of continuous improvement by taking ownership for identification, analysis and investigation of work-related matters with the intent to improve, manage compliance and initiate best practice in our place of work.
- Actively participates in developing capability to strive towards our responsibilities as a tiriti partner.



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This includes, Te Tiriti o Waitangi training, te reo Māori me ōna tikanga, cultural bias training and actively supporting Māori employees in order to mitigate inequities.

- Ensures that all information created or received during the course of your work is managed as per [AgResearch Information Management policy](#). This includes naming, storing, classifying and ensuring it is available to other staff as per the policy.
- Actively participates in AgResearch performance process including setting objectives and having a robust development plan. Proactively and constructively contributes to performance conversations and personal development.
- Takes responsibility to understand and apply AgResearch policy, processes, systems, and procedures on a daily basis.
- Commits to accurate and timely information sharing and recordkeeping as per set organisational standards.
- Performs additional tasks, duties and/or responsibilities as directed by your people leader.
- The accountabilities set out above are not exhaustive. Therefore, it may be necessary for you to undertake other reasonable accountabilities as required, which are within your abilities.



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## PERSON SPECIFICATIONS

The person best suited to this position will possess the following:

### EDUCATION & QUALIFICATIONS

- Tertiary qualification in computer science or information systems or related field.

### CAPABILITIES & EXPERIENCE

- In-depth knowledge of financial systems with at least 5 years' experience in this field.
- Knowledge of Microsoft Dynamics NAV and Planning Analytics would be an advantage.
- Previous experience of developing and implementing systems.
- Report authoring experience. Knowledge of Power BI would be an advantage.
- Advanced Excel user.
- Strong analytical skills. Ability to problem solve and provide solutions.
- Must have an affinity for working with systems.
- Effective communication skills – both verbal and written.
- Ability to work harmoniously with a wide variety of people.
- Client focus and service oriented



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## COMPETENCIES

Organisational wide competencies – these are the competencies determined by the organisation as critical to every role.	
Accountability	Accepts responsibility for one’s actions regardless of outcomes.
Caring About People	Displays sensitivity towards the attitudes, feelings, or circumstances of others.
Developing People	Provides support, coaching, training, and career direction to others.
Integrity	Acts honestly in accordance with moral or ethical principles
Driving Results	Accomplishes goals, completes tasks, and achieves results.
Leveraging Diversity	Respects and values individual differences to obtain a desired effect or result.
Relationship Building	Develops collaborative relationships to facilitate current and future objectives.
Self-Development	Actively acquires new knowledge and skills to remain current with and/or grow beyond job requirements.
Role based competencies – these are the competencies required to perform this role.	
Anticipating Problems	Forecasts and detects errors, gaps, and potential flaws.
Detail Focus	Performs work with care, accuracy, and attention to detail.
Leveraging Work Skills	Applies technology and job-relevant abilities to complete work tasks.
Listening to Others	Listens and restates the ideas and opinions of others to improve mutual understanding.
Processing Information	Gathers, organises, and analyses diverse sources of information.
Quality Focus	Strives to meet quality standards and produce quality work products.
Safety Focus	Attends to precautions and proper procedures to guard against work-related accidents and injuries.
Solving Problems	Identifies solutions given available information.
Teamwork	Collaborates with others to achieve goals.
Time Management	Plans and prioritises work to maximise efficiency and minimise downtime.

