# Job Description: Systems Project Manager

**Purpose of Role:**

HCT Group is seeking a Finance/IT project manager, initially on a 6 month contract basis and reporting to the Chief Finance Officer.  The primary focus will be to manage a systems review and change project for the organisation to ensure effective processes and controls are in place and improve financial and management reporting

The Group has invested in a number of IT applications and now wishes to derive maximum benefit from these investments by ensuring close integration between each application and the finance systems.

We are also looking for support on a number of smaller systems projects such as development of invoice processing and reporting from our online scheduling software that supports our community transport fleet and improved reporting of our smart card implementation in Jersey.

**Job Dimensions:**

To project manage the final stages of the implementation of the Freeway Fleet System (which manages the vehicle fleet including maintenance, spares stock and purchase order processing) across the group and ensure integration with the existing Sage 200 accounting package. Included in this implementation is the design and roll out of an integrated document management system.

There is also a requirement to work on a number of smaller systems projects such as development of invoice processing and reporting from our online scheduling software that supports our community transport fleet and improved reporting of our smart card implementation in Jersey

To work across our regional depots to ensure that all systems are effective operationally.

To support the implementation of a new document management system to integrate with Freeway and existing finance process and reduce the amount of invoice processing time.

To consider other areas of the group's IT network infrastructure and advise on their suitability.

*Responsibilities:*

- *Development of project scope of work*
- *Leadership of the project across key stakeholders, in Finance, Engineering and operations*
- *Management and delivery of a project plan*
- *Ensure effective integration into Sage200, a document management system and other systems used in the business*
- *Mapping of key processes and controls*
- *Training and support of key users in operations and finance*

> • *Advice on the general suitability, effectiveness and robustness of the group's IT infrastructure*

**Person Specification:**

➢ Proven track record of financial systems project delivery
➢ Experience developing financial operational systems
➢ Experience With Sage 200 desirable
➢ Experience  Database programs such MS Access desirable
➢ Part/Fully qualified accountant ACCA, CIMA or equivalent would be a distinct advantage
➢ Commitment to HCT's Values as a social enterprise