

Position overview

Position title	Functional System Administration (Finance and Procurement)
Business unit	Enterprise Solutions
Remuneration type	Total Rewards
Reports to	Head of Strategic Finance
Direct reports (role)	N/A
Locations(s) (Unitywater operates on Kabi Kabi, Jinibara and Turrbal country)	Flexible
Success profile	3.3 Technical Operations Role Success Profile
Delegation level	N/A

Position purpose

The Functional System Admin (Finance and Procurement) is required to provide technical expertise and advice to facilitate the administration, maintenance, performance monitoring and support of Unitywater's Financial and Supply Chain Information System ("the system") in compliance with Unitywater policies and procedures.

This role is responsible for identifying areas of opportunity to improve existing finance, procurement and supply chain processes, functionality and workflows, and for maintaining security and integration controls, ensuring improved data management, integrity and efficiency.

Position accountabilities

Key functions of the role include (all related to the system):

- Building positive and strongly connected relationships with key internal stakeholders across the business to ensure delivery of financial and supply chain programs in alignment with business outcomes.
- Performing all functional recurring tasks, including but not limited to, project and work order creation, closure and amendment and budget/forecast model rollover and reconciliation.
- Investigating issues and associated integrations/interfaces and providing solutions to stakeholders.
- Supporting continuous improvement by identifying and implementing improvement initiatives that enhance system use, streamline business processes, and deliver cost savings (e.g. reviewing current system configurations and workflows and recommending changes to better align with operational needs).
- Managing change requests and conducting testing, implementation and ongoing maintenance.

- Providing end user support, including local trouble shooting, with escalation to the centralised Enterprise Resourcing Planning (ERP) team within Technology and Digital Solutions, or directly with third parties, where required.
- Ensuring compliance with specifications and user requirements including the Information Governance Framework.
- Providing technical support to business analysts in building reports.
- Liaising and clarifying information with stakeholders.
- Coordinating and managing testing of changes / upgrades / patches in conjunction with the centralised ERP team and external vendors to ensure optimal implementation.
- Conducting regular system audits and data maintenance activities in line with Unitywater Quality Systems and Frameworks.
- Staying up to date with new TechnologyOne features and release notes to assess potential business benefits.
- Provide training and troubleshooting tips to the Enterprise Solutions team members and broader business stakeholders as appropriate, on features and functionality of the system and associated applications as needed.
- Representing the broader finance and procurement teams at Change Advisory Board (CAB).
- Ensuring Enterprise Solutions are advised of system changes as appropriate.
- Support and role model the WH&S policies, procedures, and practices of Unitywater as amended from time to time.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

Key relationships

Key working relationships internal and external to Unitywater are:

- Head of Strategic Finance
- Head of Business Planning and Performance
- Head of Procurement
- Financial Accounting Manager
- Treasury Manager
- Tax Manager
- Performance and Analysis team
- Enterprise Planning team
- Procurement Operations Manager
- Strategic Sourcing Manager
- Procurement Analyst
- External vendors

Capability requirements

The requirements for the position are:

- Tertiary qualification in Commerce/Accounting, Business Systems, Information Technology, Supply Chain Management or related discipline, or equivalent demonstrated experience.
- TechnologyOne certification or training (desirable).
- Strong technical knowledge and understanding of systems, databases and integrations.
- Demonstrated experience administering and/or configuring financial and supply chain information systems, preferably TechnologyOne.
- Strong functional knowledge and understanding of finance and procurement practices and processes as it relates to systems.
- Experience participating in FIS upgrades, enhancements, or patching.
- Demonstrated customer-service focus and ability to build and maintain strong working relationships with external and internal stakeholders.
- High level attention to detail and strong problem solving skills.
- Excellent written and verbal communication skills.
- Highly organised with ability to manage multiple priorities in a fast-paced environment.
- Demonstrated experience and maturity to handle confidential and sensitive information.
- Possess a positive, service oriented attitude with excellent follow through on issues.
- Foresees potential challenges and comes prepared with solutions to solve variety of problems.
- Advanced Microsoft Excel skills.
- C Class Drivers License.

After hours service

This role may be required to participate in after hours work and be part of an on call roster as the need may arise to ensure the continuity of service to Unitywater's customers.

One Unitywater Behaviours

The One Unitywater Behaviours define how we work together at Unitywater. They guide our everyday interactions, influence how we make decisions, drive us to achieve our strategy and help us to create our One Unitywater culture together.

Create the Future is about seeking to learn through new ideas and innovations, planning strategically, adapting to challenges and steering Unitywater towards a sustainable future.

Care Together is about fostering a culture of safety, collaboration, and customer-focused service. It's about creating a workplace where people feel valued, work inclusively and deliver outstanding outcomes for our customers.

Own It is about taking responsibility for our actions, being transparent and accountable, and striving for excellence in everything we do. It's about demonstrating integrity, welcoming feedback and ensuring we follow through on commitments.