SENIOR FINANCIAL SYSTEMS ANALYST
JOB DESCRIPTION

DEPARTMENT: Finance
STATUS: Exempt

SUMMARY
The Finance Department at Hogan Lovells is undergoing an exciting period of growth and investment as it enhances its global capabilities. The firm is converting to a system that will better support the needs of our global senior management and financial users by replacing its multiple finance systems with a single finance solution based on Elite 3E. The Finance Department is seeking an enthusiastic and experienced Senior Financial Systems Analyst to be an integral part of this movement. This role will be fully trained on the various Elite 3E modules that will be supported by the team and will have the opportunity to utilize all operational report writing systems to ensure an accurate analysis of global and national statistical data. The primary focus of this role is to develop and support the reporting solution using a Microsoft toolset including SSRS/Report builder, SSAS with MDX & SQL, PowerPivot and Business Objects.

The Senior Financial Systems Analyst will work closely with an array of experienced Technology and Finance professionals while reforming established reporting functions to its highest potential. The person hired for this role will assist in developing a new process from the ground up by bringing in their own financial systems expertise and obtaining additional training to advance the department’s daily functions.

The team is focused on providing the best service to financial users on an international scale and is eager to onboard an accomplished financial systems support specialist. The ideal candidate for this role will have strong analytical and technical abilities and will appreciate working in a fast-paced, but very enjoyable environment where collaboration and teamwork are encouraged. Our people are the key to our success, which is why we seek to recruit and retain the most talented individuals.

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- Responsibility for the support and maintenance of finance systems (from a user support perspective), in liaison with Technology and appropriate vendor support teams.
- Ad-hoc, client and Firm specific reports from various sources utilizing MDX, Excel and SQL as well as creating custom tables/data-marts
- Maintenance of the online reporting and administration of the reporting security model through SharePoint
- Maintenance of the Elite Enterprise “front-end” system i.e. user experience. In addition, the incumbent will need to have the appropriate Elite Enterprise 'back-end' skills that are required to investigate and resolve issues
- Data integrity – Issue resolution and system closing / balancing procedures.
• Responsibility for the support and maintenance of the Firm’s Reporting Solution as well as Elite Enterprise, Chrome River and ARCS systems (from a user support perspective), in liaison with Technology and Elite/Minisoft Support
• Provide month-end support to the global Finance Department and perform month-end closing on a rotating schedule
• Communication with Finance Department, partners, fee-earners and senior management globally
• The incumbent may take on mini projects from time to time. This will involve attending project meetings and working with other departments in Finance and Technology as required in relation to the projects concerned, keeping the Processes and Systems Controller regularly informed of progress and developments
• Develop and troubleshoot scripts for ETL processes and mass data imports following the firm’s change control procedures
• Attend training from time to time, both in terms of technical training and personal development. Training resources available within the department. This may be product related, e.g. Chrome River, or cultural / soft skills training
• Where it is appropriate, propose solutions (or improvements) for future and current report requirements using any of the existing software tools, and, where necessary, involving Technology for complex programming requirements
• Assisting in the development in Elite Enterprise, ARCS, Chrome River, etc. including testing new processes and preparing documentation
• Responsibility for the maintenance of user and technical level documentation organized through the Finance Systems portal
• As part of this role there is the possibility that the incumbent may be required to work at any of the Firm’s offices
• All members of the firm are required to participate in our Global Citizenship program
• Other duties as assigned

QUALIFICATIONS

REQUIRED SKILLS

Must have excellent verbal and written communication skills and be able to deal with all levels of the firm. Must be a team player, be able to prioritize, and meet deadlines in a fast-paced, changing environment.

EDUCATION, CERTIFICATIONS AND/OR EXPERIENCE

• Ideally educated to a degree level standard or equivalent.
• Reporting Services
• The candidate will have hands-on experience in incident management, analysis and report writing skills as well as an understanding of how the multi-company/multi-currency paradigm works. Desired or equivalent experience with advanced Microsoft Excel tools including, PowerBI, SSRS, SSAS/MDX, SQL, data-mining tools and report writing tools.
• A strong understanding of Financial Data

PHYSICAL DEMANDS

Must be able to lift at least 20 pounds.

HOURS

Core hours for this position are Monday through Friday, 8:00 a.m. to 5:00 p.m., including one hour for lunch. This role will need to provide support to Finance users, not only locally, but also globally, so candidates must be flexible to work additional hours, as necessary. Vacations in December, January, or during month-end process allowed only if all duties are completed or covered.

This job description sets forth the authorities and responsibilities of this position and may be changed from time to time as shall be determined.

Hogan Lovells is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, marital status, genetic information, protected veteran status or other factors protected by law.