



Job description

FP&A Systems Administrator

21/06/24

Company context

INTO's mission: Transforming international student academic and career success through exceptional university partnerships.

INTO University Partnerships is an independent organisation committed to expanding higher education and career opportunities for students across the globe.

We believe in the power of education to transform lives. We believe that movement of students leads to movement of ideas, which in turn creates better and more successful societies.

We connect students seeking quality international education with leading universities worldwide aspiring to widen their global reach and impact. Achieving the best learning experience and career prospects for students is central to our mission.

Since our inception in 2005, INTO has pioneered innovation in international education and created ground-breaking partnerships with 30 universities in the US, UK and Australia. We have so far helped more than 130,000 students from 190 countries realise their dream of achieving a degree from a world-class university. We also equip students to get a head start in building a career. We do this by offering exceptional academic and employability skills programmes.

We are active in over 120 countries and provide unrivalled personalised service to international students with more than 1,500 experienced staff worldwide and a global network of 2,000 recruitment partners.

Our websites have details of how we are organised and our outstanding achievements so far:

www.intostudy.com

www.intofuture.com

www.intoglobal.com

www.into-giving.com

Role context

The role will be part of the Financial Planning and Analysis team who are responsible for the production of monthly management accounts, budgets and forecasts, financial planning systems, and other financial reporting.

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Reporting line

The role reports to the FP&A Systems Manager.

Job purpose

With a focus on supporting the Financial Planning and Analysis (FP&A) team, this role will assist with the maintenance and administration of the Tagetik planning and Consolidation system. This role will also lead to opportunities for developing processes and reports in Tagetik

Key accountabilities and duties

Role and responsibilities

- Tagetik System administration, including fulfilling user and chart of account requests, reviewing and ensure data integrity between systems, and assisting with other administrative tasks.
- Supporting and developing Tagetik reports. Supporting and maintaining existing reports and delivering new reports for FP&A and the wider business.
- Providing user support for incoming requests and troubleshooting issues.
- Supporting the Systems Manager with system development and testing.
- Supporting the FP&A team with month end and budgeting processes.
- Process improvement, including ensuring documentation is kept up to date.

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

We offer remote and flexible working. We are based in Brighton but are open to remote working. We ask that you're able to commit to joining us occasionally for team collaboration in the office when required.

Safeguarding

As part of our safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be



subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Please see the next page for person specification...

Person specification

	Essential	Desirable
Legal status	<ul style="list-style-type: none">Eligible to work within the UK	
Education/qualifications		<ul style="list-style-type: none">Accounting qualification or relevant experience.
Experience/skills	<ul style="list-style-type: none">Experience of finance system administration.Able to interrogate and manipulate large data sets.Strong communication skills (written and oral)	<ul style="list-style-type: none">Experience of the Tagetik platform.Programming of any nature.Experience of developing financial models.Self-motivated.