

ATRIUM

Systems Analyst and Support



Purpose of the Role	<p>Analyse and update Finance version of TM1 as the Syndicate’s tool for forecasting.</p> <p>Develop enhancements to Anaplan for expense forecasting and budgeting.</p> <p>Support the Finance Systems and Support Analyst</p>
Reports to	Group Financial Controller
Job Details	<p>12 Month Fixed Term Contract, full-time position. Atrium offers all permanent employees the chance to work flexibly through our charter for flexible working</p>
Authority Level	No authority to underwrite or settle claims.
Key Tasks	<p>TM1 Investigate through audit interrogation the current use of TM1. Document processes. Consider, discuss and document enhancements including challenging TM1 to continue in use as the forecasting tool. Oversee implementation of enhancements with the consultants (Thorogood).</p> <p>Finance System enhances - Anaplan Work with Group Finance, the finance Systems and Support Analyst and consultants (Thorogood) to enhance the newly developed expenses planning tool.</p> <p>Finance systems Share the administrative responsibilities with the Finance Systems and Support Analyst to provide cover for absences.</p>
Required Competences	<p>Financial/Accounting Able to deal capably with financial and accounting systems and requirements. Ability to analyse and interpret complex financial information and work to a high level of accuracy.</p>

	<p>Relationship Management Able to develop and maintain ongoing relationships with the Finance team and external consultants.</p> <p>Analytical Able to analyse and solve business problems using evidence and data. Ability to gather and communicate requirements in a structured manner.</p> <p>Accuracy Attention to detail and thoroughness when accomplishing a task through concern for all the areas involved.</p> <p>Administration and Compliance Able to operate and adhere to the standards and rules of the regulatory bodies and those set out in the firm's standards documents.</p>
<p>Required Knowledge and Skills</p>	<p>Knowledge of the Lloyd's market and agency operations TM1 experience Exposure to Anaplan Computer skills – Excel, Word, CODA, Documentation & report writing skills Time management - ability to meet both tight deadlines and plan short to medium term projects</p>