Role Title	Super User				
Job Family	Finance	Sub Category	System Accounting	Grade	B3
Behaviours	• Making Effective Decisions	• Delivering at Pace		• Managing a Quality Service	

FCDO Services

Purpose	Support the projects lead super user in the running, maintenance and set up of FCDO Services projects module and to provide advice and guidance to system users.

Key Accountabilities

- Act as 'expert' in support of system users;
- Ensure that Purchase to Pay modules remain up to date, modifying and configuring as required; monitor workflow and react to anomalies and complete testing/accompanying documentation for system changes;
- Ensure that supporting materials such as End User Instructions, forms, training materials and intranet information are up to date;
- Complete daily and weekly and month end update and reporting tasks;
- Ensure that 'expert' knowledge of the Oracle system and internal business processes is maintained and enhanced;
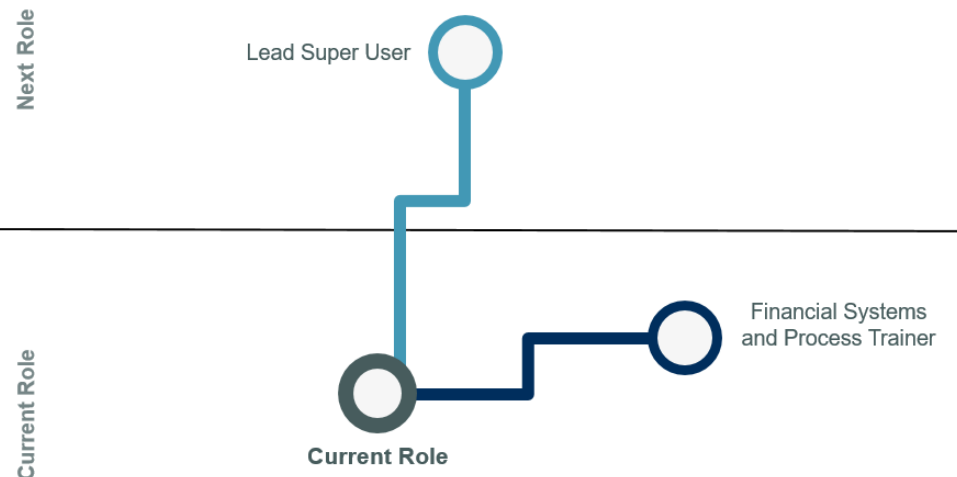
- System and management reporting

Authority and Scope

- Responsible for managing own time and determining how to deliver their objectives

Internal and External Communications

- Regular contact with system users to provide advice/guidance/support and information;
- Continual interaction with external supplier/delivery partner in respect of systems operations;
- Provide support / advice to functions serviced through the system in respect of core finance and project processes

Potential Next Career Moves

Next Role: Lead Super User

Current Role: Financial Systems and Process Trainer

Current Role

Skills

- Accounting systems;
- Specialist systems/ Databases (e.g. ERP, Oracle);
- Customer/Supplier relationship management;
- Financial Reporting;
- Analyse, interrogate and evaluate data;
- Microsoft Office Suite;

Qualifications, Knowledge and Experience

Essential
- Experience of working in a finance function

Desirable
- Experience of at least 2 Oracle EBS modules;
- Commercial experience