Terms of Reference (ToR) for System Change Specialist - Finance

Practical Action is an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting, and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We are a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

Position Overview:

The System Change Specialist - Finance will serve as the support during the transition from Sun System to Microsoft Dynamics. This role is critical for ensuring a seamless migration, system clean-up, and efficient implementation.

The Specialist will report directly to the Head of Finance and is expected to provide comprehensive support and coordination for a period of up to 2 months.

Key Responsibilities:

1. System Clean-Up:
   - Ensure a thorough clean-up of all Practical Action Kenya the accounts before closing Q3.
   - Address and close dormant accounts.
   - Post adjustments to rectify issues identified in recent management discussions.
   - Support the clean and smooth closure of Period 3 in January, ensuring all necessary adjustments are made.
   - Support in the development of a strategy for migrating data from the old system to the new one.
   - Support execution of data migration processes, ensuring accuracy and completeness of the data

2. Communication and Coordination:
   - Attend regular project meetings with the roll out team in the lead-up to the system roll-out and provide the required support.
3. **Balance Sheet Reconciliation:**
   - Reconcile balance sheet balances to support the data migration process.
   - Post corrections to address any identified issues arising.

4. **Roll-Out Plan Communication:**
   - Confirm a downtime period for SUN during data migration.

5. **Progress Review:**
   - Support in the review progress towards roll-out in regular meetings with the global project team.
   - Support in conducting reviews during go-live and post go-live, adjusting processes as needed.
   - Ensure that the new accounting system complies with relevant accounting standards, regulations, and industry best practices.

**Qualifications:**
- A bachelor’s degree in a relevant field and CPA finalist
- Strong finance background with at least 7 years proven hands-on experience and exceptional skills in reconciliation.
- Advanced proficiency in Microsoft Excel and other MS Suite packages
- Good Knowledge of Sun System and/or other accounting systems.

**Reporting Structure:**
The System Change Specialist - Finance will report directly to the Head of Finance. They will collaborate closely with the global project team and other relevant stakeholders.