



## Job Description

<b>Post Title:</b>	<b>Finance &amp; Parking Systems Analyst</b>
<b>Service:</b>	<b>Finance and Procurement</b>
<b>Grade:</b>	<b>5</b>
<b>Responsible To:</b>	<b>Finance &amp; Parking Systems Manager</b>

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### Job Summary:

The Finance & Parking Systems Analyst will use their knowledge and systems to enable a “Digital First” approach and inform TWBC’s decision making, using complex data analytics to answer key questions for Members and Colleagues, in order to support the delivery of Tunbridge Wells Borough Council’s [“Focus on Five”](#) priorities for building a better borough.

The occupant of this role will collect, collate and manipulate data to provide statistical information to inform decision-making processes. The role will proactively look for areas where Finance, Procurement and Parking services can be improved for the customer or changes can be made to processes and systems to eliminate waste.

### Main Activities:

1. Acquire, collate, and link data from Finance, Procurement & Parking to other operational areas in the council and external sources, to create data sets that can be used for further analysis.
2. Ensure compliance with the terms of the Data Protection Act and GDPR by ensuring all data collected is relevant and accurate, and by maintaining their training in this area where necessary.
3. Identify appropriate ways to collect, collate, and cleanse data to ensure the data is accurate and fit for purpose, appropriate and recorded.
4. Create, maintain and monitor dashboards, that provide a clear and quick insight into performance that can be shared with key stakeholders and to identify changes in user behaviour and system performance.
5. Identify and investigate complex data discrepancies to determine the cause and assist with implementing corrective and preventative measures.
6. Work with service areas to streamline their processes and integrate their systems with the financial, procurement or parking systems. This ensures that the correct charges are made to customers and payments are automatically allocated to their accounts efficiently.

7. Support the Financial Systems Officer(s) with the day-to-day administration of the financial and parking systems (eFinancials, WebPay, PT-X, 3Sixty, PermitSmart among others).
8. Running and reconciling Daily and Monthly system interfaces (Payroll, ICON cash movements, invoices paid, housing benefit overpayments) between ICON and eFinancials. Month and year end close down of eFinancials.
9. Providing end-user support, system and security policy training, especially around taking payments and compliance with PCI-DSS regulations.
10. To perform any additional or other functions that the Organisation considers necessary to the meet the needs of the Service from time to time.
11. To be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters.

**NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.**