

SUN SYSTEMS IMPLEMENTOR/PROJECT MANAGER (CONSULTANCY) Terms of Reference

Position Overview

Conciliation Resources is in the process of designing and rolling out a new Accounting system (Sun) and Invoice approval/Payments system (Proactis).

The systems will be built by a Sun Systems reseller, with project leadership from the Finance Director. We require a Sun systems implementor for a period of 6 months to support CR in the management of the process and ensuring cross organisational buy in. He/she will have hands on involvement in the design and implementation of the systems.

Background

Conciliation Resources is an independent organisation working with people in conflict to prevent violence and build peace, providing advice, support and practical resources. In addition, we take what we learn to government decision-makers and others working to end conflict, to improve peacebuilding policies and practice worldwide.

Conciliation Resources was established in 1994 and incorporated in 1996 as a company with charitable status. We currently have over 60 full and part-time staff members with a number based outside of the UK. In addition, we use a number of consultants and volunteers to support our work.

Specific tasks and deliverables

- Manage the project to ensure that milestones and deadlines are achieved as outlined in the Project Initiation Document (PID)
- Assist with the design of the new Chart of Accounts including setting up of Donor reporting codes in Sun
- Set up a small Sun & Proactis Working Group. Convene meetings and ensure that inputs from the Working Group are appropriately fed into the project design and implementation process.
- Champion the project including clearly communicating the benefits to staff
- Assist with the setting up of Proactis including setting up budget delegations and approval thresholds
- Work with the finance team in developing Sun upload templates in Q & A
- Assist with data migration from Access Dimensions/Focal point to Sun/Proactis
- Train users on the use of Proactis and on the new Chart of Accounts. Organise User acceptance workshops
- Compile user documentation on processes and rules for Sun & Proactis
- Support the design and roll out of new management accounts in Q&A

Administration and consultancy management

Invoicing

In addition to the requirements outlined in the consultancy agreement, please ensure your invoice is addressed to Conciliation Resources, 106 Burghley Road, London NW5 1AL, UK; and includes your transfer bank details.

Reporting

The consultant/s will be contracted by Conciliation Resources and report to the Finance Director, but will work closely with the Finance Team and Chief Operating Officer.

Consultant Specification

- Qualified or Part Qualified Accountant with substantial extensive experience of designing accounting systems
- Experience of implementing a major accounting system e.g. Sun
- Experience of implementation an electronic payment and approval system
- Experience of project management and understanding of Agile Project Management methodology
- Experience of working in a donor funded environment
- Excellent communication skills

Application process

To apply, please submit a proposal, including

- Financial proposal for the assignment;
- CV(s) (2-page maximum per CV)

All proposals should be emailed to recruitment@c-r.org. The deadline for receipt of proposals is 18.00 BST (London) on 19th March 2020.

Shortlisted candidates should be available for interview from w/c 23 March 2020.