



POSITION: SAP ERP BUSINESS ANALYST (FICO MM)

DEPARTMENT: INFORMATION TECHNOLOGY

REPORTS TO: MANAGER, ENTERPRISE SYSTEMS

JOB PURPOSE STATEMENT

The SAP ERP Business Analyst will provide support and analysis from the SAP system to the business. This includes day to day hands on analysis, design, and configuration, testing, and training activities for SAP system. He/she should have the experience working with business users/owners to collect requirements, translate those requirements to SAP configuration, recommend best practice, and provide input to optimize the functionalities usage from the system.

This role will work across functional groups, collaborate with others in the company, provide leadership from the technical perspective for projects, and work closely with Business Functions, vendors and consultants to manage the technical aspect for the enhancements of the system. This position will also work closely with multiple departments to maintain SAP ERP compliance.

KEY RESPONSIBILITIES

- Provide Group Support for all SAP Functional support on in Materials Management (MM) and Finance & Controlling Module (FICO).
- Manage for Group SAP ERP (MM & FICO) Projects Coordination and Support, SIT, UAT and OAT testing & Support go-live activities in SAP ERP (ESS/MSS & GUI).
- Provide speedy closure of the SAP (MM & FICO) issues and problems resolutions as per CBA SLA.
- Provide SAP Functional (MM & FICO) system improvements and error corrections in the assigned SAP functional domains as per SAP industry best practices (potentially) used by.
- Responsible for implementing Group SAP Change Requests both functional and technical – towards improvement of business needs
- Ensure optimal /maximum availability of the MM//FICO systems & optimise usage and promotion of the CBA Group SAP best practices.
- Perform system optimization, plan, install, support, maintain, upgrade and change IT Systems to ensure that the service provided by these Systems is within the agreed Service Level Agreements (SLAs).
- Analyse SAP ERP User roles management, allocation and mapping to New/Existing/Changing users to Functional roles.

- Support and troubleshoot end user training requirements, SAP access and use of SAP ESS & MSS Systems – SAP Group.
- Responsible for data migration in functional area, interfacing with Centre of Authority and the requirements of SAP Data Services and oversee data cleansing, data extraction and data build.
- Provide Training & Capacity Building to Functional Business users and IT Technical Users whenever necessary.
- Participate in projects and change control as directed by IT management and assist or execute special projects in liaison with Enterprise project management officers.

COMPETENCE REQUIREMENTS

- Proven experience and skills in the complete systems analysis cycle and relational database design.
- Technical skills to effectively perform ICT support activities/tasks in a manner that consistently produces high quality of service.
- Interpersonal skills to effectively communicate with and manage expectations of internal customer's other stakeholders who impact performance.
- Experience with SAP ERP/ECC6 source systems is preferred
- At least one SAP life cycle experience as the module lead
- Knowledge in SAP General Ledger, Vendor Master, Accounts Payable, Accounts Receivable, and Product Costing.
- Self-empowerment to enable development of open communication, teamwork and trust that are needed to support true performance and customer-service oriented culture.
- Team player and able to work with minimum supervision.
- Innovative and enterprising in order to identify and accept change opportunities and effectively forecast impact of change and advice/implement interventions to mitigate risk.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree holder in Information Technology from a recognized University (min – 2nd class upper or equivalent).
- A minimum of 5 years working experience in technology function in relation to SAP ERP Support – MM, FICO
- Professional certification in Project Management is also beneficial – Prince2 Preferred or a related discipline.

- Knowledge of SAP Net Weaver Portal, SAP Web Dynpro, Java Web Dynpro, Access permissions, Workflow and password control solutions
- Knowledge or Support experience within following disciplines is also beneficial: - SAP ECC6 (other modules) & SAP Solution Manager.
- Support and minor enhancement experience within SAP ECC6 Portal & ERP.
- Knowledge of SAP Human Resources systems modules with an emphasis on Personnel Administration, Organizational Management, Time Management Payroll, and Benefits.
- Knowledge of SAP FICO - Financial systems modules with an emphasis on Finance, General Ledger, Vendor Master, Accounts Payable, Accounts Receivable, and Product Costing.
- Knowledge of SAP Material Management modules with an emphasis on Procurement, SAP Sourcing and Inventory Management

