



**Job title:** NetSuite Analyst  
**Reports to:** Finance Director, with dotted line to Group IT Manager  
**Based:** Greens of Soham Limited (UK part of Spearhead Group).  
Home working initially and then CB7 5UN.

### **Scope of the Position**

The purpose of the role is to assist the Greens of Soham group of companies with their NetSuite system, supporting the operational and financial processes. The role will be a stand-alone role with the support of the wider Group IT Team, based in the UK.

### **Key Accountabilities**

- Work with the operational and finance teams to enhance their processes within the existing NetSuite installation, offering advice and looking to improve the efficiencies.
- Develop reports, dashboards, and processes to continuously monitor data quality and integrity; assist users with report design and management.
- Deliver & maintain training for both new starters and existing users (100 employees).
- Develop training plans, materials, and documentation.
- Communicate updates to NetSuite, and keep up to date with the product development, alongside the Group IT manager.
- Perform inhouse NetSuite support.
- Any other duties as they are delegated to you.

### **Profile Characteristics**

The role requires someone with a positive attitude and ability to use judgement and initiative to problem solve as required. The business is still in it's infancy with the ERP, so clear communication with inexperienced users should be strong. Ability to prioritise is essential and applicants should be able to manage their workload and be proactive on upcoming projects.

Applicants must be dynamic, reliable and flexible and be willing to travel to other UK sites as required (mostly East Anglia but with some in Sussex, Northumberland and the Scottish Borders).

### **Requirements**

- Strong financial knowledge and understand finance processes including month end, purchase to pay, financial reporting.
- ERP development experience including workflows, inventory, sales cycle & purchasing cycles.
- NetSuite certification support will be offered.
- Experience of interfacing ERP's with other applications.

### **Package**

Full time role, Monday to Friday. As well as salary, we have a pension scheme, life assurance, car and bike lease schemes and other enhanced benefits. Flexible working available when required. Training support offered.

To apply, email your CV and covering letter and include salary expectations and current situation to [hr@spearheadgroup.co.uk](mailto:hr@spearheadgroup.co.uk). For queries, contact Donna or Louise.

**No agencies required at this point.**