



<b>Job Title:</b>	SAP B1 Inhouse Consultant	<b>Position Type:</b>	Full Time
<b>Location:</b>	Laughton, East Sussex	<b>Travel Required:</b>	NA
<b>HR Contact:</b>	personnel@quorumtech.com	<b>Date posted:</b>	April 6, 2021

## Job Description

### MAIN PURPOSE OF JOB

Quorum Technologies has grown rapidly in recent years and has just adopted SAP Business One as part of our effort to improve productivity. The SAP B1 Inhouse Consultant will drive the changes required to develop a fully integrated business intelligence system, with consistent and accurate data available to all business managers.

### RELATIONSHIPS

**REPORTS TO:** Finance Manager

**RESPONSIBLE FOR:** External IT providers and consultants.

**INTERACTS WITH:** Commercial & Operations staff to ensure correct data entry; Heads of Department Managers & Managing Director for their reporting requirements.

### ROLE AND RESPONSIBILITIES

Reporting to the Finance Manager, you will be responsible for design and implementation of reports on all aspects of the business, from tracking customer requests for service to analysing and understanding the financial performance of the business.

You will support all departments in both the monthly reporting process and the broader planning process. You will also identify areas of business under-performance and influence leaders to adapt to the needs of a structured IT-based reporting system.

This is a great opportunity to join a small company and be a key player. It is a perfect opportunity for someone wanting to understand all areas of business performance and to become the go-to person for analysis and insight.

### Key Responsibilities:

The Inhouse Consultant supports and manages the SAP B1 implementation at Quorum. Key tasks include:

- Ensure that the stated goals of the ERP project are fully implemented:
  - Eliminate spreadsheets used by sales team;
  - Ensure all important reports run directly from SAP, avoiding double-handling of data;
  - Ensure the MRP output runs directly from SAP (e.g. avoid having to manipulate and double-check the data before placing PO's onto suppliers);
  - Eliminate individually managed databases that are currently used to generate monthly reports.
- Identify and implement necessary changes to the SAP set-up;
  - General changes to the look and feel of SAP (changes to the set-up such as dashboards, form layouts, printing preference, alerts, etc.);
  - Small modifications to all parts of SAP (adding fields, renaming fields, writing small amounts of code to alter functionality, etc.);
  - Maintenance of the SAP database (e.g. add new SAP instances for test, coordinating upgrades, making any background changes);
- Data Management
  - Work with users to ensure that data is input into SAP in an accurate and consistent manner;
  - Verify output from SAP is an accurate representation of the business, ensuring "right first time";
  - Use automated tasks to provide the right data and reports to managers.
- Act as the in-house expert and champion for SAP B1;
  - Resolve SAP related queries raised by managers and colleagues;
  - Advise on project related activities, upgrades, enhancements etc.;
  - Deliver SAP solution workshops and knowledge transfer;
  - Enhance the system to match the changing needs of the organisation;
  - Act as cover for SAP users if required due to high demand, holidays, sick leave or internal knowledge gaps;

- Where necessary, act as the gateway between business managers and external suppliers, managing the interaction with SAP regarding specific incidents and changes;
- Provide regular updates to senior management on performance of SAP systems and the external providers.

The Inhouse Consultant develops and maintains a wide-ranging business intelligence system, providing detailed reports on all aspects of Quorum's business. Key tasks include:

- Design and implement a range of SAP BI reports and queries to replace current reports and KPI dashboards in Excel, Access, etc.; Orders and revenues (value and units) by geography, OEM, sales channel and product type.
  - Stock by units sold, on order and in stock;
  - Installed base of equipment by location, product type, OEM and application;
  - Sales funnels, won-loss, etc.
- Quickly capture and document business requirements for new reports and analysis and translate these to actionable IT solutions;
- Verify data when required, reviewing all reports for accuracy, investigate and providing solutions for any data issues;
- Eliminate the need for individually held data records by ensuring that all relevant data is available to all business managers in centralised reports based on data from SAP BI;
- Ensure all users are competent by providing technical support and training in both SAP BI and general IT;
- Prioritise requests for new reports and maintain a timetable for implementation of such enhancements;
- Based on a high-level understanding of Quorum's business, ensure our business intelligence system meets industry requirements and best practices;
- Perform ad hoc reporting and analysis as required.

The Inhouse Consultant uses their analytical skills to identify proactively opportunities to improve business performance through process improvement and organisational change. Key tasks include:

- Manipulate complex data sets from multiple sources to provide trend analysis combining past results (from legacy systems) and current results (from SAP BI);
- Develop forecasting models to project business performance based on KPI's, historical performance and a sound understanding of day to day operations;
- Proactively provide suggestions for enhanced analysis.

**The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.**

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Certified SAP professional.

## **REQUIRED EXPERIENCE AND SKILLS**

### **The successful candidate will have:**

Experience working with SAP Business One and Crystal Reports is **essential**.

Proven expertise in SQL, VBA, SAP Business Objects, Access and Excel;

Ability to cope with rapidly changing demands on time and prioritise jobs according to urgency;

Strong analytical and computer skills;

Excellent communication skills in English, including a demonstrated ability to influence all levels of an organisation;

Comfortable engaging with stakeholders of all levels;

Effective negotiating, influencing and relationship building skills

## **PREFERRED EXPERIENCE AND SKILLS**

Experience as a SAP consultant, working on SAP BI implementations;

Experience with a broad range of other reporting technologies and their interaction with SAP BI;

Self-driven work style with high levels of motivation and enthusiasm;

Interest and ability to understand our products and markets.