Systems Support Analyst – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn/Satellite Sites, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit a **Systems Support Analyst** in the **Finance Department** on a **Permanent Employment Contract** with three months' probation. The successful candidate will report directly to the **Chief Financial Officer.**

LOCATION: **Automotive Supplier Park AIDC Offices, Rosslyn and Satellite Sites**

DIVISION: **Finance**

REMUNERATION: **TCOE R 864 495,00 per annum**

JOB GRADE : **D2**

PURPOSE OF THE ROLE

Responsible for maintaining, defining, administering, supporting and enhancing the ERP application, MicroStrategy and Concept Evolution System and understanding and supporting interfaces/integration with other AIDC systems, with the objective of improving business efficiency. Design, extract and distribute reports from the systems for purposes of financial and performance management, and to facilitate management decision making. Provide support and training to system users. A critical enabler in the implementation of system functionalities focusing on enhancing the user experience, providing greater visibility and transparency to key finance and operational data, and to leverage functionalities of the system(s) that is in use.

KEY RESPONSIBILITIES

1. Business Systems Management

- Partner with key stakeholders to analyse business processes and system needs, and provide recommendations to improve processes, functionality, configurations, and realize efficiencies.
- Stay current on new and existing product functionality and trends by attending industry user group meetings, networking, reading industry magazines
- Translate business requirements/objectives to system requirements.
- Perform fit/gap analysis to make objective recommendations for solutions that effectively capture and automate key business processes.
- Develop reports for stakeholder and internal audiences.
- Draft systems specifications detailing the logic, configuration and security requirements to be implemented and perform supporting configuration steps.
- Identify and implement solutions to meet business objectives and support emerging priorities.
- Test system functionality to ensure new products, enhancements, bug fixes and patches have corrected identified problems.
- Document & Maintain system solution description (including user master file)
- Work with business partners to implement and integrate systems (BPM / Sage 300 / Concept Evolution / MDA / OTRS / Sage 300 People and other related systems) and enhancements to the functionality of systems.
- Identify change management requirements; assist in the development of training materials and end user communications.
- Ensure group wide system solution (ERP) contains the minimum requirements and functionalities in terms of setup and design

2. Risk Management

- Design, implementation and monitoring of financial reporting environments
- Design, implementation and monitoring of system control environments
- Manage Finance Systems and related risks and assist in payroll risks, incidents and closure of risk incidents
- Internal/External Audit findings - take corrective action
- Perform internal audits and clean-up of the system with regards to users, projects, projects expense and mileage claims, timesheets, procurement documents and inconsistent/ incorrect/ missing data and corrective action
- Maintain Risk Register
- Report on Risk Profile monthly to CFO

3. Operational System Support and Maintenance

- Operational management of all systems related mini-project implementations and system integrations
- Responsible for the full implementation cycle, including:
    - Scope business requirements,
    - Design system to ensure proper reporting possible,
    - Define functional specifications,
    - Monitor development, UAT testing (including development of test scripts),
    - post go-live support
- Ensure proper setup, maintenance and licensing of software and plan and test service pack- and system upgrades
- Develop and update user “How to” documentation / Manuals and process flows
- Collaborate with outside vendors, other analysts and developers to provide production and reporting support for ERP/financial applications, including in-depth analysis, troubleshooting, researching and recommending resolution options to ensure systems remain operational and data integrity is upheld within applications.
- Responsible for troubleshooting production issues and working with the users and technical team to resolve these in a timely manner
- Ensure proper database maintenance e.g. price lists, workflows, delegations

4. Financial Process Support

- Review Annual Financial Statements for purpose of completeness and accuracy
- Monitors system inputs and outputs for compliance with financial legislation, company policies and procedures
- Serve as resource to senior management, finance professionals, project managers, business consultants and other users of the systems on areas of product expertise.
- Payroll leave and outlay settlement reconciliations: assist/troubleshoot and resolve
- Import of time, expenses and mileage claims

Checking payment batches for accuracy, correctness

5. User Interaction

- Train super users’ / department managers / project managers on a monthly / quarterly / annual basis
- Guide finance and procurement team to ensure proper change control processes are implemented
- Guide company users to ensure proper use of the system, identify problem areas, trouble shoot and test solutions and implement best solution

6. Reporting

- Report on system indicators monthly,
- Report on financial discipline on the systems
- Finance related reports & Data analysis;
- Project and operational meeting feedback;
- BI reports on project performance indicators
- Implementation of MicroStrategy - Reports & dashboards
- Sequel queries
- Compliance reports

7. People Management

- Supervise assigned personnel, allocate work and make decisions regarding employment, performance appraisals, training and development, salary recommendations, promotions and transfers.
- Plan and implement staff succession and growth plans.
- management matters.
- Ensure staff have the required skills and experience to execute their tasks.
- Conduct Performance Planning Sessions.
- Compile the Performance Management documentation in collaboration with the staff member in terms of:
    - Job Profile requirements
    - Strategic Performance Objectives
    - Key Performance Areas
    - Personal Development Plan
- Track and monitor performance in accordance with policies and procedures and performance planning documentation.
- Continuously provide feedback and coaching to ensure that the staff member/s performs at optimum productivity level.
- Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary.
- Train the Payroll Unit and other staff on raising awareness and knowledge of system
- Provide feedback to the relevant role players.

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- A Matric certificate/ Grade 12 and B Comm (Hons) in Information Communication Technology or related.
- MS SQL; IT certification

- MicroStrategy Certification
- 5 years related experience

AIDC is an equal opportunity employer. Appointment will be made in line with the organization's Employment Equity policy. Only shortlisted candidates will be contacted.

Applications must be accompanied by a curriculum vitae, certified copies of qualifications and certified copies of identity documentation.

- Preference will be given to people with different abilities, women and previously disadvantaged individuals to promote Employment Equity within the group.
- Only shortlisted candidates will be contacted. If you have not heard from us within three months after the closing date, please regard your application as having been unsuccessful.

Applications should be addressed to **https://bit.ly/GGDAGroupRecruitment**

Enquiries should be addressed to **hrrecruitment@aidc.co.za**

The closing date for applications is **06 November 2026.**

"The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA