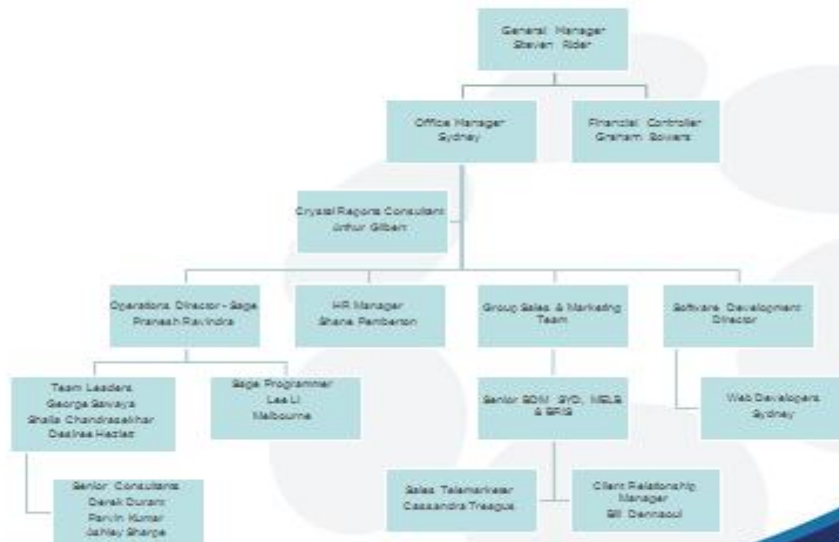


## Position Description

TITLE: *Principal Consultant*

### Provida Organisational Chart...



### PURPOSE OF POSITION:

The Principal Consultant is Provida's most senior consulting role. Often the Principal Consultant will take the lead role in implementing Sage ACCPAC ERP. Often this lead role will involve a fair degree of project management and managing other consulting resources. The Principal Consultant will be required to have regular client meetings, especially during the implementation phase. The hands on component of the role will extend to system configuration meetings and ensuring strict adherence to Provida's extensive system implementation methodology. Other duties will include completing written Requirement Definition Studies (RDS), running training courses and undertaking the key Business Analyst role at Provida.

### SCOPE OF POSITION:

The scope of the role will be mainly client facing, therefore excellent people skills will be required. The remaining portion of work will be office based to motivate and monitor other consultants; however some work can be performed from home. Duties where will include (but not be limited to):

- Project manage the implementation of Sage ACCPAC ERP;
- Provide professional accounting/ERP systems advice to corporate clients;
- Entering call/email details into the Provida HelpDesk database and answer the 1800 HelpDesk & [helpdesk@provida.com.au](mailto:helpdesk@provida.com.au) as required from time to time;
- Developing Crystal Reports;
- Training client staff;

- Perform data conversions from legacy systems;
- Perform pre-sales duties for all Sage software as required by Provida sales staff;
- Set-up databases for client implementation, testing or data repair;
- Create Requirement Definition Analysis (RDS) documentation and functional requirements reports as required by the sales staff, Professional Services Manager or Managing Director;
- Manage consultant's adherence to Provida's ERP implementation methodology for each and every project for which the Principal Consultant is responsible;
- Ensure client sign-off on Provida's ERP implementation methodology;
- Using Provida's Issues List Methodology to track client issues.

#### QUALIFICATIONS:

It is a condition of employment that the Principal Consultant holds as minimum an industry recognised postgraduate accounting qualification and an information technology qualification. Recognised qualifications include (but are not limited to):

- CPA/ACA
- MCSE/MCSD/MCP
- ACCPAC A and C levels

#### REPORTING RELATIONSHIPS:

The position reports directly to the Operations Director Sage Division or if that position is vacant, then the Managing Director.

#### LOCATION:

The position will be based in Sydney, Melbourne or Brisbane and some travel between these cities will be required.

#### REVIEW:

The duties of the position will be reviewed annually. The Base Salary will be reviewed at Management's discretion, unless otherwise stipulated in your letter of offer.

#### OPPORTUNITIES FOR ADVANCEMENT & SALARIES:

Other incentives and salaried items include: percentage of software sales, car allowance, laptop computer provided and mobile phone allowance.

You will be entitled to be promoted to Professional Services Manager upon that position becoming vacant. Promotion will be based primarily on quality of work, experience and qualifications, but chargeability will also be considered.

Should you receive two written warnings from the Managing Director of the company regarding the quality of your work, you will lose your current grading and be placed on the grading immediately below. A third written warning will result in dismissal

Principal Consultants may be promoted to Professional Services Manager where they will be responsible for managing the entire consulting team.

More senior positions are remunerated on the basis of performance.

**PROVIDA VALUES:**

