

CANDIDATE BRIEF

Finance Assistant, NIHR Clinical Research Network
Coordinating Centre



Salary: Grade 5 (£22,214 – £25,728 p.a.)

Reference: MHNCC1112

Closing Date: 1 January 2018

Fixed-term up to 31 October 2018. Secondments will be considered.

Finance Assistant

NIHR Clinical Research Network Coordinating Centre

Would you like to work in a fast paced, dynamic and innovative environment? Are you an enthusiastic individual looking to develop basic and core management accounting experience? Would you enjoy a varied and customer service focused role?

You will be part of the Finance team responsible for the provision of management accounting, financial planning and analysis, budget monitoring and control. You will provide day-to-day support for the Finance Team, reporting to the Finance Manager. You will assist with the preparation of reports, undertaking reconciliations of data, maintaining plan and forecast data in the accounting system and acting as coordinator for the receipt and distribution of information to budget holders. Good communication and organisational skills will be essential.

The employer for this role will be the University of Leeds.

What does the role entail?

As a Finance Assistant, your main duties will include:

- Assisting the Finance Team with planning, budgeting and forecasting, including preparing templates with historical and plan data. This will involve working with budget holders to complete budget templates for future years and reallocating budget within year;
- Assisting the Corporate Management Accountants with the preparation of month end, including uploading accrual and other journals into SAP;
- Assisting with monthly monitoring of actual expenditure against budgets and financial plans. This will include variance analysis, expenditure reconciliations and regular reporting;
- Updating forecast templates as part of the month end reporting process;
- Assisting the Corporate Management Accountants with product and service costing on an ad hoc basis for project business cases;
- Preparing management information on a timely basis as requested by budget holders and other key stakeholders. For instance, preparing and distributing monthly pay and non-pay actual cost reports, using Excel and Word as required;



- Preparing annual plans and quarterly forecasts and uploading them to the University of Leeds finance system (SAP), ensuring accuracy and working under the supervision of the Corporate Management Accountants;
- Developing sound working relationships with key personnel from partner organisations and also within the University of Leeds, including Faculty Finance, Human Resources and Procurement;
- Undertaking straightforward (written and verbal) communication on a daily basis with a range of colleagues under the direction of the Corporate Management Accountants. For instance, resolving budget holder queries relating to pay and non-pay costs.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Finance Assistant you will have:

- Studied or be studying towards being a qualified CCAB accountant (ACA, ACCA, CIMA, CIPFA) or equivalent experience;
- GCSE Grade C or above in English Language and Mathematics or equivalent;
- Previous experience in a financial environment;
- Previous experience of basic financial analysis;
- Excellent IT skills, with experience of Microsoft Office including Excel;
- Good communication and interpersonal skills with the ability to work with colleagues at all levels;
- High level of organisational skills to provide a high quality service to budget holders and colleagues;
- The ability to use own initiative to solve problems;
- The ability to maintain confidentiality;
- Excellent attention to detail;
- The ability to work effectively to tight deadlines;
- The willingness to develop new skills and undergo further training as necessary;
- An enthusiastic, flexible and proactive approach to work;
- The ability to work as part of a small professional team.



You may also have:

- Experience of using SAP;
- Experience of working within a Higher Education and/or NHS financial administrative function.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by 23.59 (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Daniel Waas, CRNCC Finance Manager

Tel: +44 (0)113 343 30378

Email: daniel.waas@nihr.ac.uk

Additional information

Find out more about the [Faculty of Medicine and Health](#)

Find out more about [NIHR Clinical Research Network](#)

Find out more about [Athena Swan the Faculty of Medicine and Health](#)

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

You can find out more about required checks and declarations in our [Criminal Records](#) information page.



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