UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Senior Finance Analyst, Management Accounting

Salary: Grade 8 (£39,992 – £47,722 p.a.)

Reference: CSFIN1018

2 year fixed-term (due to specialist skills for a limited period/project)

Senior Finance Analyst
Management Accounting, Corporate Services

Do you have strong analytical skills and a questioning nature? Do you want to directly support the University in the achievement of our strategic objectives? Are you keen to make a positive contribution to defining the future strategic direction and improving the efficiency and effectiveness of the University?

The University has an ambitious Strategic Plan investing in knowledge and opportunity to grow the level of high quality academic activity, which will require the support of flexible, responsive, effective and efficient professional support services.

You will identify, source and analyse benchmark data to create insights that support the delivery of the Strategic Plan. This data will include internal and external data on revenues, costs and other measures relating to students, staff, and research and other activity. You will also analyse other data sources to develop an understanding of cost reduction and revenue growth opportunities, and present insights in a visually engaging manner.

You will have demonstrable experience of data analysis and complex reasoning, with an ability to work well under pressure, and be ready to learn the systems and software used to analyse and interpret data at the University, with the ultimate aim of establishing an ethic of continuous improvement.

This is an exciting opportunity for a highly organised, self-motivated, proactive individual who can manage relationships with a wide range of stakeholders. You will be able to understand and interpret complex information from multiple sources and work with senior colleagues of all disciplines in a collaborative and proactive manner. You will play an active part in making strategic decisions backed up by insights from data.

What does the role entail?

As a Finance Analyst your main duties will include:

- Leading on the provision of internal and external benchmark costs and other data that enables understanding of the efficiency and effectiveness of professional support services, their contribution to the successful delivery of the University's Strategic Plan and opportunities for improvement;
- Analysing various sources of data to enable an understanding of cost reduction and revenue growth opportunities;
- Presenting information, reports and briefings to University committees and senior staff, making recommendations to support decision making;
- Working with management to guide and influence long-term and strategic decision-making within the broadest scope;
- Driving process improvement and policy development initiatives that impact the efficient and effective delivery of professional services;
- Developing and maintaining key relationships with internal and external stakeholders, including data providers and those requiring data, information and insights;
- Working with senior managers to identify and respond to key questions and respond to ad hoc data requests;
- Assembling and summarising data to structure sophisticated reports on financial status and risks;
- Developing financial models, conducting benchmarking and process analysis;
- Conducting business studies on past, future and comparative performance and develop forecast models;
- Developing and delivering training for users of benchmarking data and other data models.

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 Analyst you will have:

- A CCAB (CA, ACCA, CIMA, CIPFA) accountancy qualification;

- An ability to build effective working relationships and influence and persuade colleagues at all levels in the organisation;
- Excellent analytic, strategic thinking and problem solving skills, including experience of identifying key strategic issues or questions and analysing data to provide evidence based strategic advice;
- A proven ability to interpret, present and communicate complex financial and statistical information to different audiences, including colleagues of all disciplines;
- Advanced knowledge of Microsoft Office applications, in particular Excel and Access and experience of using Business Intelligence tools (e.g. Qlikview, Tableau, Power BI) to produce reports and visualisations;
- Expert-level analytical and financial modelling skills;
- Excellent time management and organisational skills, and ability to be proactive, working on your own initiative with resilience to ensure delivery of outputs to strict deadlines, maintaining accuracy under pressure;
- Experience of the development and improvement of services, with a strong customer focus;
- A methodical approach with excellent attention to detail and ability to maintain high standards of data accuracy and confidentiality.

You may also have:
- Knowledge of SAP;
- Knowledge of QlikView.

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:

Ben Tregidgo, Management Accountant (MI & Systems)
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Email: b.tregidgo@leeds.ac.uk

Additional information

Working at Leeds
Find out more about the benefits of working at the University and what it is 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

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
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.

Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.