



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Faculty Finance Clerk, Faculty of Medicine and Health



**Salary: Grade 4 (£19,202 - £22,017 p.a.)**

**Reference: MHFAC1091**

**Closing Date: 19<sup>th</sup> June 2019**

**Fixed-term until 30 April 2021.**

**100% FTE**

**Secondments will be considered.**

**We are happy to consider job share applications and are committed to flexible working for all our employees.**

## **Faculty Finance Clerk Department of Finance**

**Do you have the skills to identify, investigate, monitor and resolve complex supplier invoice queries? Are you customer focussed with an interest in working in a dynamic finance team?**

Dealing with finance queries, raising sales invoices and processing payment requests you will be an essential part of this team. With an analytical mind and interest in resolving financial queries, you will join a team of 6 within the Faculty Finance Office, playing an integral part in the processing of financial transactions throughout the Faculty.

You will have previous experience in a financial role (such as accounts payable/receivable or credit control), a good general education with GCSE or equivalent in English Language and Maths at grade C or above (or significant relevant work experience in finance related roles) together with good problem solving, organisational, interpersonal, and communication skills. You will work with accuracy and flexibility and have the ability to work to tight deadlines and process large volumes of financial data.

### **What does the role entail?**

As a Faculty Finance Clerk your main duties will include:

- Resolving financial queries with respect to supplier invoices with a view to passing them for payment;
- Reviewing and investigating entries on the GRIR log (goods received not invoiced within a 6 month period) with a view to clearing down entries where appropriate;
- Respond promptly to financial transaction processing queries;
- Verifying expense claims for payment;
- Raising sales invoices on a timely and accurate basis
- Setting up records to enable the University to receive funds through its on-line store payment facility;
- Liaising with the University Centre to request the creation of new customer accounts;





- Reconciling accounts to supplier/customer account statements and balances, creditor and debtor circulars and checking coding of financial transactions;
- Distribution of monthly SAP reports to budget holders;
- Produce and issue aged debtor/creditor reports;
- Raise standard accrual and prepayment journals;
- Close liaison with Accounts Payable, Payroll, Accounts Receivable and the Faculty Procurement Office and external organisations as appropriate;
- Raising of purchase orders;
- Receive and deal with incoming telephone calls in a polite and professional manner, redirecting or taking messages as appropriate;
- Providing cover for other members of the team for periods of sickness and annual leave;
- General duties such as photocopying, filing, faxing, opening post, obtaining copy documents;

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.

You will report to Yvonne Shonukan, Faculty Finance Office Supervisor.

## What will you bring to the role?

As a Faculty Finance Clerk, you will have:

- A good general education with GCSE or equivalent in English Language and Maths at grade C or above or qualified by significant relevant experience;
- Previous experience in a financial role (such as accounts payable/receivable or credit control);
- Previous experience in a busy finance environment;
- Strong customer service ethos;
- Effective interpersonal, organisation and communication skills;
- A proven ability of working to deadlines and managing large volumes of financial data and information, in a busy working environment;
- Proven ability to work on own initiative and as part of a team;
- Numerical skills with a high degree of accuracy and attention to detail;



- Ability to work methodically in order to meet deadlines;
- An analytical mind with the ability to resolve complex queries;
- Computer literate with ability to use MS Office software;
- Experience of using computerised financial packages;
- A flexible and pro-active approach to work;
- An ability to manage confidential information in an appropriate manner;
- Ability to work efficiently and effectively under pressure;
- An ability to develop and maintain good working relationships with outside suppliers and all levels of staff;
- Willingness to undertake further staff training and development as necessary.

You may also have:

- Experience of the Higher Education sector
- Experience of the SAP financial management software
- Working towards a finance related qualification

## 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:

**Yvonne Shonukan, Faculty Finance Office Supervisor**

Tel: +44 (0)113 343 8569

Email: [Y.Shonukan@leeds.ac.uk](mailto:Y.Shonukan@leeds.ac.uk)

## Additional information

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

Find out more about [Athena Swan](#) in the Faculty.



## **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](mailto:disclosure@leeds.ac.uk).

## **Criminal record information**

### **Rehabilitation of Offenders Act 1974**

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.

