



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Assistant Accountant, Financial Services



Salary: Grade 5 (£22,659 – £26,243 p.a. pro rata)

Reference: CSFIN1059

A minimum of 0.8 fte equivalent will be considered

We will consider flexible working arrangements

Assistant Accountant Financial Services

Are you an excellent technical Accountant? Do you have experience of management information reporting using a large scale accounting system, financial planning, budget preparation and control in a large organisation? Would you like to work for a world-class, research-led Faculty which aims to provide an educational environment that encourages and facilitates excellence whilst supporting our students to develop personally and professionally?

The Faculty of Medicine & Health is the largest and most complex Faculty in the University with around 1,600 staff and 5,800 students. As Assistant Accountant, you will support the Finance team in the provision of a financial management service to management and staff. In return you will have the opportunity to work in a dynamic financial environment and be involved in producing comprehensive sustainable financial strategies which will underpin the Faculty strategic plans. Additionally you will be supported with the continuation of your studies if applicable.

What does the role entail?

As an Assistant Accountant your main duties will include:

- Providing support to the team in the planning, forecasting and reporting of revenue and costs across all funds;
- Updating the University Resource Allocation Model;
- Responsibility for the forecasting, reporting and invoicing of external income;
- Responsibility for the reconciliation of actual staff and non-staff costs compared to plan/forecast, including full variance analysis and forecast update;
- Responsibility for and regular review of the budget model and the forecasting model (unrestricted funds, research funds, other restricted funds, endowment funds and development funds);
- Collating transparency review (TRAC) information;
- Reviewing and reconciling accounts to ensure income and expenditure are correctly coded;
- Responding to budget-holder queries and issuing reports, along with all account and budget holder queries in timely manner;



- Analysing variation from financial plan on a monthly basis and submitting by deadlines;
- Monitoring research grant activity including analysis of income and cost recoveries;
- Raising management accounting journals both at the month-end and year-end closedown, and carrying out account reviews at year end to ensure all accounts are accurate prior to closedown;

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 an Assistant Accountant you will have:

- Experience of management information reporting using a large-scale accounting system, working in a management accounting environment and of budget preparation and control;
- Evidence of financial accounting skills and experience of analysing and solving financial problems;
- Excellent IT skills with experience in using MS Office software, specifically Excel;
- Strong client service ethos with excellent communication skills (both verbal and written) with the skills to explain complex information to non-specialists;
- Effective interpersonal skills with the ability to work with/inform/advise a wide range of people;
- A commitment to providing a high quality service to the academic community and understanding the challenges facing the Faculty;
- Experience of prioritising and delivering on a wide range of tasks simultaneously, to meet strict deadlines with effective organisational skills, and a flexible and pro-active approach to work;
- Experience of maintaining confidentiality and adhering to the data protection act and management of sensitive information;
- A willingness to develop new skills and maintain continued professional development;
- The skills to work on your own initiative and co-operatively in a team.
- Strong client service ethos.



You may also have:

- A part qualified accountancy qualification CCAB (CA, ACCA, CIMA, CIPFA) or be actively studying to become a qualified accountant;
- Experience of the SAP financial management system;
- Experience of the Higher Education sector.

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:

Gary Cartwright, Finance Manager

Tel: +44 (0)113 343 9058

Email: G.Cartwright@leeds.ac.uk

Additional information

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

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

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

