



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Finance Officer, Faculty of Engineering & Physical Sciences



Salary: Grade 5 (£23,067 – £26,715 p.a.)

Reference: EPSFO1006

Closing date: 02 February 2020

We will consider flexible working arrangements

Finance Officer

Faculty Office, Faculty of Engineering & Physical Sciences

Are you hard working with an eye for detail? Do you want to work in a busy finance environment? Are you interested in financial planning and forecasting? Are you able to manage budgets?

We are looking for an enthusiastic and proactive Finance Officer who will provide high quality, customer-focussed finance support. You will be part of the University's Finance service, but will be deployed to the Faculty of Engineering and Physical Sciences. Your responsibilities will include providing an excellent financial service and assisting in all areas of day to day financial management, with responsibility for specific account types. Reporting to the Faculty Accountant(s), you will be actively involved with all aspects of financial planning and reporting which will involve utilising finance systems and complex Excel spreadsheets.

With strong numeracy and organisation skills, you will have experience of using and advising others about financial systems and procedures, along with practical experience of budgetary control systems.

What does the role entail?

As a Finance Officer, your main duties will include:

- Providing an effective financial support service to colleagues in the Faculty's Schools, answering finance related enquiries and providing assistance, including management of the Faculty Finance email boxes;
- Reviewing and monitoring individual accounts and budgets, and ensuring that the live financial plans and SAP reconcile and are kept up-to-date;
- Managing specific accountant types examples of which include Other Restricted and Development accounts; ensuring activities and reporting are consistent with University financial procedures and policies. Proactively reviewing accounts with lead academics or administrators as appropriate;
- Assisting with the preparation of month-end, year-end, quarterly forecasts and five year financial plans, including ongoing monitoring and reporting of variances;



- Setting up and managing CDT accounts, including budgeting and maintenance, forecasting and planning, running the industrial accounts linked to the associated studentships and reporting to strict deadlines and to external bodies;
- Preparing and calculating budgets for Schools retained funds accounts, and liaising with administrators re; accounts maintenance and setting budgets on individual accounts;
- Carrying out day to day financial processes, including preparation of journals and internal transfers, maintaining financial records, preparation of invoices, cash receipting and banking, and maintaining finance templates and spreadsheets;
- Providing general support in the Finance Office and cover for colleagues within the team when necessary.

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 Officer, you will have:

- Strong numeracy skills, for example as evidenced by GCSE Mathematics at grade C or above (or an equivalent qualification);
- Experience of using and advising others about finance systems and procedures;
- Practical experience of budgetary control systems;
- An understanding of the concept of financial planning and forecasting;
- Proven ability to meet tight deadlines by prioritising own workload and working on own initiative;
- Excellent communication skills, both written and verbal;
- Excellent IT skills, proficient in Microsoft Office applications with a good standard of Excel;
- Good interpersonal skills and ability to work well in a team;
- Good working knowledge of SAP or equivalent large financial system.



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:

Jay MacIntyre, Deputy Faculty Finance Manager

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Email: J.M.MacIntyre@leeds.ac.uk

Additional information

Find out more about the [Faculty of Engineering and Physical Sciences](#).

Find out more about our [research and associated facilities](#).

A diverse workforce

The Schools in the Faculty of Engineering & Physical Sciences are proud to have been awarded the Athena SWAN [Bronze](#) or [Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live 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](#).

