



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Finance Manager

Faculty of Biological Sciences



Salary: Grade 8 (£41,526 - £49,553 p.a.)

Fixed Term: 12 months

Closing date: 29 November 2019

Finance Manager

Do you want to directly support the achievement of the University's strategic objectives? Are you a qualified Accountant with experience of working in a Senior Finance role? Do you have experience of management information reporting using a large-scale accounting system, financial planning, budget preparation and control in a large organisation? Can you understand and interpret complex financial information and communicate this to colleagues of all disciplines in an enthusiastic and proactive manner?

The Finance Manager is a key role in supporting the delivery of the Faculty forecasts, plans, management reporting and faculty financial returns to our Faculty Senior Management and Central Finance. Reporting to the Head of Finance you will support the development of strategically important management information for the Executive team. You will provide high quality financial management support to several designated areas, contributing to the strategic objectives and culture of the Faculty. This will include leading and managing annual budgeting and undertaking quarterly forecasting and Year End.

Validation and accuracy are critical and must be embedded throughout all activities; you will be expected to have expert Excel skills and the ability to analyse and interpret large volumes of data. You should be a qualified accountant (CA, ACCA, CIMA, CIPFA) with a broad knowledge of Finance and financial process streams particularly Management Accounting and planning & forecasting. You should be an excellent communicator, used to managing a team but also proven ability to build strong relationships across all areas.

The University of Leeds and the Faculty of Biological Sciences are committed to providing equal opportunities for all and offer a range of family friendly policies. The University is a charter member of Athena SWAN (the national body that promotes gender equality in higher education), and the Faculty of Biological Sciences was reawarded a Bronze award in 2017. We are proud to be an inclusive Faculty that values all staff, and are happy to consider job share applications and requests for flexible working arrangements from our employees. Our Athena SWAN [webpage](#) provides more information.



What does the role entail?

As the Finance Manager your main duties will include:

- Lead the monthly reporting process ensuring timely reporting to the Head of Finance and the Exec;
- Lead & manage the annual budgeting and quarterly forecasting process;
- Year-end and month-end accounting including the preparation and posting of accounting adjustments in SAP;
- Develop and provide financial performance reporting for the Executive;
- Provide financial analysis to support decision making;
- Mentor, develop and manage a small team to ensure delivery of objectives;
- Support research forecasting and reporting activities, taking into account performance on grant applications and new awards relative to targets, KPIs and comparison to benchmark data;
- Develop financial scenario planning in support of change programmes;
- Act as a central point of contact for the consolidation of financial plans, forecasts, and month end reports – providing management information for the Executive;
- Ensure the University's financial control procedures and audit regulations are not compromised by the implementation of new processes and procedures;
- Monitor, improve and, where necessary, implement new processes and procedures, providing senior management with feedback on the success of the new processes and procedures;
- To undertake any other duties commensurate with the scope and grading of the role, as directed by the Head of Finance.

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?

- A qualified accountant (CA, ACCA, CIMA, CIPFA);
- A broad knowledge of Finance and financial process streams particularly Management Accounting and planning & forecasting;



- Experience of working in a busy working environment including; the ability to work under your own initiative, establish priorities and consistently deliver accurate and timely data to tight deadlines;
- Good political awareness, highly developed influencing and negotiating skills and the ability to persuade others at all levels;
- Excellent analytical skills;
- Excellent demonstrable communication skills with the ability to write reports and present financial information to non-specialists, both written and oral;
- Evidence of the ability to build successful relationships, externally and internally and at all levels of an organisation;
- Ability to manage a team to delivery outstanding financial support to the Faculty;
- Demonstrable ability to work effectively under pressure and in challenging work environments, with multiple stakeholders and tight deadlines;
- The ability to change behaviours and be able to introduce initiatives that will improve financial performance;
- An ability to create high quality management information, interpreting data from a variety of sources;
- A sound understanding of Microsoft Excel, Word and PowerPoint.

You may also have:

- Experience of the SAP financial management system;
- Previous working experience within Higher Education and / or the NHS and / or other large public sector organisations.

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:

Mrs Sally Hall, Faculty Head of Finance

Tel: +44 (0) 113 343 3048

Email: s.e.hall1@leeds.ac.uk



Additional information

About the job

You will be responsible to the Faculty Head of Finance and through them to the Director of Finance. However, as a member of the Research Operations Service you will also be accountable to the Head of Research Operations.

Find out more about the [Faculty of Biological Sciences](#), [University of Leeds](#)

Find out more about the [Research Operations Service](#).

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

Find out more about the [Faculty's research and associated facilities](#).

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.

A diverse workforce

The Faculty of Biological Sciences is proud to have been awarded the Athena SWAN Bronze 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.

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.

