



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Finance Officer, Faculty of Environment



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

Reference: CSFIN1068

1 x full time ongoing role, 1 x full time fixed term for 12 months role

We will consider flexible working arrangements

Finance Officer

Faculty Finance Office, Faculty of Environment

Are you a part-qualified accountant or do you have significant finance office experience? Would you like to be part of a busy and customer focused finance team? Do you have excellent communication and interpersonal skills and the ability to prioritise and organise your work and to produce accurate work under pressure?

We are looking for a part qualified accountant/accounting technician or person with significant finance office experience to join the Faculty Finance Office (FFO) and provide financial support and advice across the Faculty of Environment.

The main duties of the post will involve assisting the Faculty Accountants and Deputy Faculty Finance Manager with reporting, budgeting and planning for the faculty's accounts, costing of projects and short courses, support with statutory returns, staff cost reviewing, updating of forecasting and planning, month end reporting and postgraduate research student financial administration.

With experience of monitoring actual income and expenditure against budget and of preparing variance analysis, you will have excellent IT and analytical skills and a proven ability to use Microsoft Excel effectively. You will also possess excellent communication and interpersonal skills, with the ability to work as a team player and to build positive working relationships with a wide range of people.

What does the role entail?

As a Finance Officer your main duties will include:

- Proactively managing restricted accounts and projects, prepare ad hoc project and short course costings, plan, forecast and report on the financial aspects of special projects;
- Liaising and proactively reviewing accounts with key partners, forecasting and agreeing financial position whilst ensuring an understanding of budget process and adherence to the University's Financial Regulations;
- Responsibility for monitoring and forecasting student awards, and the maintenance of Facilities costing spreadsheets and oversight of monthly recharges across the faculty;
- Supporting the preparation of budgeting, planning, forecasting and reporting templates and information, month end and year end reporting, including the production of initial reports, variance analysis and investigation of variances, preparation of reports to budget holders and ad hoc reports on request;
- Carrying out day to day financial processes including preparation of journals and internal transfers, preparation of sales invoices, updating the on-line store, maintaining finance templates and spreadsheets and maintaining HR cost distribution information in SAP;

- Assisting with the preparation of annual financial returns (eg TRAC, corporation tax, HE-BCI), maintenance of fixed assets and equipment inventory, and checking and querying staff expenses and purchase cards, all in accordance with the University's Financial Regulations;
- Providing effective financial support to internal and external partners, being the first point of call for responding to finance related enquiries and providing assistance, advice and guidance in line with University Procedures and ensuring sponsor terms and conditions are satisfied;
- Assisting with the day-to-day support of the administrative team providing advice and guidance on complex queries;
- Supporting the provision and quality of excellent customer service.

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:

- An enthusiasm for a significant experience of working in a busy finance environment supporting departmental practices and processes and delivering an excellent customer service;
- Experience of monitoring income and expenditure against budget and the preparation of variance analysis;
- Excellent communication skills with the ability to articulate complex information, modifying your approach to suit the audience;
- Proven ability to work accurately, demonstrating excellent attention to detail with strong numeracy skills;
- A flexible approach with excellent organisational, planning and time management skills, with the ability to prioritise workloads and meet tight deadlines;
- Ability to work effectively both as part of a team, and independently using your own initiative;
- Excellent IT skills, and be proficient in the use of Microsoft Office particularly Word and Excel;
- Evidence of a commitment to continuous professional development.

You may also have:

- AAT qualification or equivalent from ACA, CIMA, ACCA or CIPFA;
- Experience in the use of the SAP Finance system;
- Experience of the HE 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:

Julia Martindale, Deputy Faculty Finance Manager

Tel: +44 (0) 113 343 1639

Email: J.Martindale@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

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.