



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Finance Assistant, Finance, Faculty of Arts, Humanities and Cultures



**Salary: Grade 3 (£17,682 - £19,133 p.a. pro rata)**

**Reference: AHCFO1030**

**Part time, 28 hours per week (80% of full time)**

## **Finance Assistant**

### **Finance, Faculty of Arts, Humanities and Cultures**

**Would you like to be part of a busy team providing high quality, customer-focused support to a vibrant, cross-disciplinary faculty? Do you have excellent organisational skills, attention to detail and the ability to produce accurate work under pressure? Do you have strong communication skills and enjoy working with people?**

As a member of the Faculty Finance team, you will contribute to the provision of an effective and efficient financial support service to staff, students and visitors across the Faculty. You will be required to handle large volumes of work whilst maintaining a high degree of accuracy. You will have particular responsibility for processing expense claims, maintaining finance templates and spreadsheets, general filing duties and providing advice and guidance in line with the University's policies and procedures.

You will be based in the Faculty Finance Office, but will need to work closely with colleagues in the Faculty's constituent Schools, Centres and Institutes as well as those in Corporate Services. With excellent communication and interpersonal skills you will have the ability to build positive working relationships with a wide range of people.

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

As a Finance Assistant, your main duties will include:

- Providing assistance, advice and guidance, in line with University and Faculty procedures, for all expense related matters;
- Processing staff e-expense claims, ensuring that claims have been made and authorised in line with the University's policies and procedures;
- Processing student and visitor travel and subsistence claim forms and authority for payment forms, ensuring that claims have been made and authorised in line with the University's policies and procedures;
- Maintaining up to date and accurate expenses and advances logs and ensure that processed forms are filed weekly;
- Completing purchase order requests and recording goods received;
- Preparation of journals and maintenance of finance templates and spreadsheets;



- Sorting and distributing electronic and general mail, ensuring that any cash or cheques received are processed appropriately;
- Maintaining excellent electronic and manual filing and archiving systems, ensuring that documents and forms can be easily identified and accessed.

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 Assistant, you will have:

- Excellent planning and organisational skills, with the ability to work under pressure, meet deadlines and handle high volumes of work at peak times;
- Excellent attention to detail, with a proven ability to produce highly accurate work;
- Excellent communication skills, both written and verbal;
- Strong interpersonal skills and will be a committed team player;
- A proactive and positive approach to activities, with a willingness to learn and develop new skills;
- Experience in the use of Microsoft Office packages, including Word, Excel and Outlook.

You may also have:

- Experience of working in a finance team;
- Interest in developing a career in finance;
- Knowledge of Higher Education and University procedures.

## 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:

**Petra Schnappauf, Faculty Accountant**

Tel: +44 (0)113 343 6983

Email: [P.Schnappauf@leeds.ac.uk](mailto:P.Schnappauf@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](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. 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.

