



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Faculty Accountant, Faculty of Social Sciences, Finance



Salary: Grade 7 (£33,797 - £40,322 p.a.)

Reference: CSFIN1070

Full time however we will consider 0.8fte and flexible working arrangements

Faculty Accountant

Faculty of Social Sciences

Are you a qualified accountant looking for a challenging Faculty-facing finance business partnering role? Are you able to work independently, to tight timescales, delivering a professional and supportive finance service to a wide range of stakeholders?

We are looking for a proactive, self-motivated Accountant to work as a key member of our Faculty Finance Team. You will assist in the delivery of effective and efficient financial support across the Faculty. This is a vital role in which you will be expected to directly influence, manage and report on the Faculty and Schools' financial strategy, planning, processes and overall financial position. In an interesting and varied role you will be involved in a wide range of areas of the University.

With a recognised accounting qualification (or in the final stages/or equivalent experience) you will also have relevant experience in a financial environment including the preparation of and monitoring against financial plans. You will also bring with you experience of producing financial management information for non-finance professionals.

What does the role entail?

As Faculty Accountant your main duties will include:

- Acting as the professional point of contact for advice and support on financial matters;
- Liaising closely with budget holders, assist the Faculty Finance Manager with the preparation of five year financial plans and quarterly forecasts, with sole responsibility for completion of plans for specified areas;
- Responsibility for the monitoring of income and expenditure against plan, investigating any variances and communicating the results to budget holders and the Faculty Finance Manager; recommending appropriate remedial action if necessary;
- Communicating timely and accurate management information to budget holders as appropriate through written reports and regular meetings and further developing financial reporting to improve management information for budget holders, school management teams and the Faculty Executive team;



- Responsibility for completion of the Transparency Review exercise and Costing of Learning and Teaching exercise for specified areas;
- Providing professional support to colleagues developing business plans and pricing models for 'near market' and new activity proposals and preparing investment appraisals for Faculty projects;
- Reviewing and maintaining accounting structures for the Faculty on SAP, the University's finance system;
- Continually developing systems and procedures to improve efficiency and quality of service;
- Working closely with other members of the finance team, ensure compliance with University Financial Regulations and Procedures and liaise with the university's internal and external auditors as required;
- Responsibility for the management of all operational procedures, for specified areas, required at year end, including accruals and prepayments, the production of all other year end journals, and the maintenance of comprehensive working files and documentation;
- Line management and development of staff within the Faculty Finance Office.

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 Faculty Accountant you will have:

- A CCAB, CIMA or equivalent qualification or be in the final stages of completion (or suitable qualification by experience);
- Relevant experience in a financial environment including the preparation of and monitoring against financial plans;
- Experience of producing financial management information for non-finance professionals;
- Ability to demonstrate excellent oral and written communication skills maintaining confidentiality where appropriate;
- Ability to work accurately with attention to detail;
- Strong analytical and problem solving skills with the ability to prioritise, work under pressure and to deadlines;
- Ability to work as part of a team and on own initiative as and when required;



- Experience of staff management;
- Proficiency with Microsoft Office and the ability to learn new systems;
- Flexibility with a proactive approach to work.

You may also have:

- A degree level education;
- Experience of preparing financial plans in a large or complex organisation;
- An understanding of the challenges facing the UK Higher Education sector;
- Familiarity with the finance system SAP;
- An understanding of the principles of full economic costing.

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:

David Hughes, Faculty Finance Manager

Tel: (0113) 343 6867

Email: d.hughes@leeds.ac.uk

Additional information

Find out more about the [Faculty of Social Sciences](#).

Working at Leeds

Find out more about the benefits of working at the University and what it's 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.

