



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Deputy Faculty Finance Manager, Finance**



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

**Reference: CSFIN1078**

**We will consider flexible working arrangements**

## **Deputy Faculty Finance Manager Finance**

**Do you want to directly support the achievement of the Faculty's strategic objectives? Can you prepare detailed and robust financial plans? Can you understand and interpret complex financial information and communicate this to non-finance colleagues in a proactive and engaging manner?**

As Deputy Faculty Finance Manager for the Faculty of Environment you will contribute directly to the development of the Faculty's financial strategy and then ensure that it is implemented effectively and that financial risks are identified and managed appropriately. You will ensure that robust five year financial plans are prepared on an annual basis, and that ongoing budget monitoring and control is effective. You will deputise for the Finance Manager and line manage the Faculty finance team being responsible for managing workload and developing and motivating the team.

You will provide effective advice to non-finance colleagues in the Faculty, advising, guiding and influencing Faculty strategic and operational decision making.

With a CCAB (CA, ACCA, CIMA, CIPFA) qualification and/or extensive management accounting skills and experience, you will also have line management experience, excellent communication and interpersonal skills and the ability to build credibility and trust with a wide range of people.

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

As Deputy Faculty Finance Manager your main duties will include:

- Working with the Faculty Finance Manager to formulate the Faculty's financial strategy ensuring it is aligned to the Faculty's strategic plan;
- Ensuring that the Faculty's financial strategy is implemented effectively and that financial risks are identified and managed appropriately;
- Ensuring that robust five year financial plans are prepared on an annual basis, and that budget monitoring and control is effective;
- Producing and presenting regular management accounts and other relevant financial information to the School and Institute management teams as required;





- Managing the process of investment and project appraisal within the Faculty and ensuring that full economic costing and pricing is implemented to ensure financial sustainability;
- Ensuring University financial regulations and procedures and other financial guidelines are followed at all times;
- Assisting the Faculty Finance Manager and deputising for them where necessary to ensure the smooth running of the Faculty Finance Office on a day-to-day basis;
- Providing sound financial advice and expertise to colleagues across the Faculty, advising, guiding and influencing Faculty strategic and operational decision making appropriately;
- Managing the Faculty finance team, taking responsibility for workload, developing and motivating the team, undertaking annual staff appraisal meetings and ensuring team members receive appropriate guidance and training. In conjunction with Faculty HR where necessary, effectively supporting the wellbeing of team members and managing the performance of the team;
- Establishing strong links with other Faculties and other professional services and participating in meetings to build and maintain a network of contacts, contributing to the mutual exchange of information;
- Taking responsibility for driving the continuous improvement of processes and ensuring any changes are effectively implemented across the Faculty.

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 Deputy Faculty Finance Manager you will have:

- A CCAB (CA, ACCA, CIMA, CIPFA) qualification or be qualified by substantial experience;
- Demonstrable skills and experience in delivering high quality management accounting;
- Line management experience with an enthusiastic, committed and proactive approach to managing and developing staff;
- Experience of managing complex funding and financial regimes and scenarios;



- The ability to interpret data strategically and influence decision making;
- Excellent organisational skills with the proven ability to plan and prioritise work and to deliver against demanding deadlines, whilst maintaining a high level of accuracy and attention to detail;
- The ability to analyse and problem solve, providing solutions working within financial rules and regulations;
- Excellent interpersonal skills with an ability to build credibility and trust with a wide range of people;
- Excellent written and verbal communication skills;
- Excellent negotiation and influencing skills;
- The ability to work flexibly, proactively and independently and also as part of a team;
- Proficiency in Microsoft Office applications, in particular excel;
- Commitment to your own personal professional development.

You may also have:

- Experience or understanding of working in higher education;
- Proficiency in the use of SAP.

## 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:

**Glyn Saul, Faculty Finance Manager**

Tel: +44 (0)113 343 39441 or 343 35528

Email: [G.Saul@leeds.ac.uk](mailto:G.Saul@leeds.ac.uk)

## Additional information

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



Find out more about Equality and Inclusion and Athena Swan in the [Faculty](#) and the [University](#).

### **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.

