CANDIDATE BRIEF
Finance Assistant, Finance, Faculty of Environment

Salary: Grade 4 (£19,612 – £22,417 p.a.)
Reference: CSFIN1082

3 posts available – 2 ongoing and 1 fixed term to cover temporary absence
We will consider flexible working arrangements
Finance Assistant
Finance, Faculty of Environment

Do you have experience of working in a financial environment? Can you work proactively to provide an excellent customer focused service to a variety of stakeholders? Are you looking for a challenging and busy role in a large and diverse Faculty?

We are looking for an enthusiastic, flexible and conscientious individual with a strong commitment to customer service to work as a key member of the Faculty Finance Team. Based within a small team within the Faculty you will report to the Faculty Accountant and will work closely with other colleagues in the Faculty and Schools.

Working in a diverse role, your main duties will include processing financial transactions and dealing with staff and student financial queries. You will be highly numerate, organised and have excellent communication and interpersonal skills. In addition you must be proficient in the use of Microsoft Office with specific emphasis on Excel.

What does the role entail?

As a Finance Assistant your main duties will include:

- Acting as a point of contact for colleagues with finance related queries, providing assistance, advice and guidance in line with University procedures;
- Taking responsibility for day to day financial processes including:
  - Processing travel and subsistence claims, fees and authority for payment forms
  - Reconciliation of travel advances
  - Raising sales invoices
  - Receipt of cash/cheques and payment into University Cash Services
  - Reconciliation of petty cash floats
  - Preparing and processing journals
  - Calculating and processing internal recharges
  - Approving purchases in the internal SIPR system
- Assisting with financial reporting including:
  - Production of standard reports from the SAP general ledger system
Monitoring and reviewing of accounts and undertaking investigations with relevant colleagues where appropriate

- Production of ad hoc reports for budget holders

- Providing assistance in the costing of projects and administration of live projects;
- Maintaining up to date knowledge and understanding of University financial regulations and procedures and other relevant University policies and procedures (eg. Travel and purchasing policies) and communicate these to staff across the Faculty, providing advice and guidance on best practice and ensuring adherence to the regulations;
- Assisting with all year end and month end procedures.

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:

- Experience of working in a finance role within a busy finance office;
- High degree of numeracy;
- Ability to work to own initiative, referring to line manager as appropriate;
- Excellent oral and written communication skills, and the ability to maintain confidentiality where appropriate;
- Ability to work accurately and methodically and to work to tight deadlines;
- Strong customer service skills and focus;
- Enthusiastic, flexible and conscientious approach to work;
- Good interpersonal skills and the ability to work well in a team;
- Excellent organisational skills;
- Excellent IT skills, with proficiency in MS Office applications, including a good standard of Excel;
- Ability to be proactive, with a demonstrable ability to propose improvements and capability to undertake initiatives.

You may also have:

- Experience of working in a Higher Education environment;
- Experience of using the University finance system 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:

Colleen Palmer, Faculty Accountant, Faculty of Environment
Tel: +44 (0)113 343 6698
Email: C.Palmer@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 inform

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.