



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Research Centre Finance Administrator, Faculty of Environment**



**Salary: Grade 6 (£27,511 – 32,817 p.a. pro rata)**

**Part time: 7 hours per week**

**Reference: ENVEE1403**

**Fixed-term for 2 years due to external funding**

**We will consider flexible working arrangements – including remote/working from home**

## **Research Centre Finance Administrator**

### **School of Earth and Environment, Faculty of Environment**

**Do you have an established background in grant or financial management? Would you like to provide high level financial support to two vibrant national research centres based within the School of Earth and Environment?**

The Centre for Polar Observation and Modelling (CPOM) and the Centre for Observation and Modelling of Earthquakes, Volcanoes and Tectonics (COMET) are seeking a Research Centre Finance Administrator to join our active and ambitious research teams.

CPOM and COMET provide the UK with strategic research in the exploitation of satellite measurements to study the Earth's cryosphere and geohazards. The CPOM and COMET Directorates are based in the School of Earth and Environment at the University of Leeds, with the Centres distributed around 13 university departments across the UK. Both Centres receive long-term strategic funding from the Natural Environment Research Council, in partnership with the British Geological Survey (BGS) and the British Antarctic Survey (BAS). The combined core budgets of CPOM and COMET total around £1 million.

In this role, you will oversee the CPOM and COMET financial income and expenditure, providing regular reports for each Centre. You will also liaise with partner institutions to monitor financial activities and grant spend. This is a key role that demands excellent numerical skills, attention to detail, and the ability to communicate complex financial information to a range of audiences.

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

As Research Centre Finance Administrator your main duties will include:

- Working with the Faculty Finance Office to support the Centre Manager and Centre Directors in effectively managing an annual budget of approximately £1m;
- Acting as the main point of contact in CPOM and COMET for advice and support on financial and contractual matters;



- Taking responsibility for monitoring Centre income and expenditure against planned budgets, investigating variances and communicating these to the Centre Manager and Directors;
- Producing periodic financial reports on Centre expenditure, including forward projections and commentary on Centre financial performance;
- Assisting the Centre Manager in the preparation and analysis of quarterly and annual reports to strategic partners and sponsors;
- Ensuring that the Centre Manager and Directors are advised of the financial implications of any decisions so that longer-term financial targets are planned for and met;
- Providing information and advice to the Centre Manager and Directors on strategic proposals and development of new major funding bids;
- Liaising with the University's Research and Innovation Services and Faculty Research Office to manage collaboration agreements and contracts with partner universities, resolving any financial issues;
- Contributing financial information to Centre recruitment processes, liaising with the Faculty Research Office on staffing budgets;
- Maintaining an overview of Centre co-funding held at Leeds, assisting the Directors and Faculty Research Office with planning and reporting requirements.

These duties provide a framework for the role and should not be regarded as a definitive list. They occur at different times of the year, and other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As Research Centre Finance Administrator you will have:

- Relevant experience in a multidisciplinary research environment, using organisational accounting and financial reporting systems;
- A proven ability to plan and prioritise work to deliver accurate and timely results to deadlines;
- Experience of designing and implementing financial reporting processes to ensure maximum efficiency and effectiveness;
- The ability to respond to a changing environment and take the initiative in solving problems;



- Excellent communication and interpersonal skills with the ability to present financial information to non-specialists.

You may also have:

- A recognised professional accountancy qualification
- Experience of the Higher Education sector, particularly research management
- Experience of SAP, KRISTAL or similar systems

## 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:

**Charlotte Royle, General Manager CPOM/COMET**

Tel: +44 (0)113 343 8881

Email: [c.royle@leeds.ac.uk](mailto:c.royle@leeds.ac.uk)

## Additional information

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

Find out more about our [School](#)

Find out more about our [Research and associated facilities](#)

Find out more about [Equality in the Faculty](#)

### A diverse workforce

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and



shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

### **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.

