



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**NCAS Finance Assistant, National Centre for Atmospheric Science,  
Faculty of Environment**



**Salary: Grade 5 (£23,487 - £27,116 p.a. pro rata)**

**Reference: ENVEE1570**

**Part time position (0.5 FTE), ongoing contract**

**We will consider job share/flexible working arrangements**

# **NCAS Finance Assistant**

## **National Centre for Atmospheric Science (NCAS)**

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

**Do you have experience of working in a finance related role using generic or bespoke finance systems? Would you like to utilise your excellent organisational and problem solving skills to support a world leading centre for atmospheric science? If so, we'd like to hear from you!**

The National Centre for Atmospheric Science (NCAS) is one of the six research centres supported by the Natural Environment Research Council (NERC). NCAS pursues long-term research in Climate and High Impact Weather, Air Pollution and Long-Term Global Change. In addition, NCAS provides UK research scientists and others with services and facilities in atmospheric science through the FAAM Airborne Laboratory (FAAM), the Atmospheric Measurement and Observation Facility, the Centre for Environmental Data Analysis, and the Computational Modelling Services. The annual budget is approximately £30m. NCAS is entirely embedded within several universities and other organisations, including the universities of Leeds, Manchester, York, Reading and Cranfield along with the Rutherford Appleton Laboratory. We have over 200 members of staff, all of whom are employed by their local host institutions.

We are now seeking to appoint a Finance Assistant to join the team at NCAS Headquarters, based at the University of Leeds. You will have experience of working in a finance related role with the ability to communicate financial information to non-finance specialists. You will have excellent organisational skills and will be able to work accurately, to tight deadlines. Enthusiastic, flexible and conscientious, you take a proactive approach to your work and will have the ability to work well both within a team and independently.

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

As a Finance Assistant, your main duties will include:

- Supporting the NCAS Finance Manager & FAAM Finance Officer with development of the 5-year financial plans and budgets through the annual planning process, monitoring performance against these budgets, and providing reports and analysis to budget holders and other stakeholders;



- Setting up new grants on an annual basis, and maintaining them throughout the financial year in the University of Leeds (UoL) grants management system (KRISTAL);
- Being responsible for day to day financial processes including goods receipting, review of purchase cards and expenses, approval of purchase requisitions, and liaising with the University Purchasing and Finance teams to resolve discrepancies;
- Producing basic financial reports and costings, with relevant commentary and financial analysis for budget holders and stakeholders;
- Supporting the NCAS and FAAM teams on financial processes, financial reporting and analysis and assisting the project teams with providing information to budget holders and other stakeholders;
- Recording and coordinating the distribution of Data Management Funds on behalf of NERC, maintaining fully auditable records for the entire process;
- Acting as the first point of contact for colleagues with finance related enquiries, providing assistance, advice and guidance in line with NERC / NCAS / UoL procedures;
- Maintaining up-to-date knowledge and understanding of NERC, UoL and third party financial regulations and procedures and other policies and procedures (e.g. travel and purchasing policies) and communicating these to NCAS & FAAM staff, providing advice and guidance on best practice and ensuring adherence to the regulations;
- Contributing to the efficiency and effectiveness of all office-based financial processes, systems and procedures - taking responsibility for regular reviews to improve service provision;
- Networking with other finance staff in the University of Leeds, NCAS, FAAM, and NERC, to build on knowledge, experience and the application of best practice.

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:

- GCSEs, or equivalent, at grade C or above in Mathematics and English;
- Experience of working in a finance related role using generic or bespoke finance systems;
- Proficiency in the use of Microsoft Office (or equivalent), particularly excellent Excel skills;
- Excellent communication and interpersonal skills with the ability to communicate financial information to the non-finance specialists;
- Excellent organisational skills, with the ability to manage your time effectively, often using your own initiative, and demonstrating good problem-solving skills;
- Proven ability to work well both individually and in a team, with an excellent customer service ethos;
- A demonstrable commitment to continuous professional development.

You may also have/be:

- Part-qualified accountant (ACA, CIMA, ACCA, CIPFA);
- Experience of working in Higher Education;
- Experience of using 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:

**Ruth Chaplin, NCAS Finance and Contracts Manager**



Email: [ruth.chaplin@ncas.ac.uk](mailto:ruth.chaplin@ncas.ac.uk)

## Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Find out more about the [National Centre for Atmospheric Science](#) and [its relationship with the School of Earth and Environment](#)

Find out more about the NCAS [FAAM Airborne Laboratory](#)

Find out more about the NCAS [Atmospheric Measurement and Observation Facility](#)

Find out more about the [School of Earth and Environment](#)

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

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

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

## A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Environment we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

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.



### **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).

### **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.

## **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.

