



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Finance Officer, National Centre for Atmospheric Science, Faculty of Environment**



**Salary: Grade 7 (£37,099 – £44,263 p.a. depending on experience)**

**Reporting to: Ruth Chaplin, NCAS Head of Finance and Contracts**

**Reference: ENVNC1021**

**Location: NCAS HQ, University of Leeds main campus**

**We are open to discussing flexible working arrangements**

## Overview of the Role

**Are you a qualified or part-qualified accountant? Are you looking for a new and exciting challenge where you can utilise your excellent organisational and problem-solving skills to support an internationally leading research centre?**

The National Centre for Atmospheric Science (NCAS) is a scientific research centre with roles and activities spanning much of the atmospheric sciences. It was created by the Natural Environment Research Council (NERC) in 2001 to meet NERC's need for national capability provision and scientific leadership in atmospheric science.

NCAS is hosted by the University of Leeds but operates as a separate entity and organisation and as such, does not draw on standard University strategies. The annual turnover is approximately £16.5 million of core funds with approximately £15 million co-funding, it has a large and complex portfolio, which includes circa 12 collaborating universities and a UKRI Research Centre.

We are now seeking to appoint a qualified or part-qualified accountant to undertake the role of Finance Officer. You will have experience of working in a finance related role with the ability to communicate complex financial information to non-finance specialists. You will have excellent organisational skills with the ability to work accurately and 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.

## Main duties and responsibilities

- Developing financially sustainable 5-year plans and budgets through the annual NCAS planning process, monitoring performance against these budgets, reporting key variances and making recommendations to senior management on corrective actions where appropriate;
- Supporting and advising the NCAS Senior Management team on in-year grant awards (NERC funding) budget setting process, developing a financial plan for delivery taking into account staff costs, travel and logistics, including the transportation costs of high value science equipment outside the UK;
- Ensuring University of Leeds (UoL) financial policies are adhered to and cascaded to relevant staff as needed, including new starter inductions;



- Producing and interpreting financial reports;
- Acting as 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 communicate these to staff, providing advice and guidance on best practice and ensuring adherence to the regulations;
- Supporting the NCAS Head of Finance and Contracts on a day-to-day basis and deputising where appropriate;
- 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 NCAS and NERC, to build on knowledge, experience and the application of best practice;
- You will also have line management responsibility for Finance Assistants within the wider NCAS finance team. This will include providing day-to-day supervision, developing work programmes; setting, monitoring and reviewing objectives, and undertaking annual reviews.

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.

## Qualifications and skills

### Essential

- Qualified or part qualified accountant (ACA, CIMA, ACCA, CIPFA);
- GCSEs, or equivalent, at grade C or above in Mathematics and English;
- Experience of working in a finance role in a complex structure, using finance systems such as SAP or Oracle;
- Experience of producing consolidated budgets, accounts and reporting; and resulting balance sheet reconciliations;
- Excellent IT skills, including Microsoft Office, and specifically, Excel;
- A proactive, flexible and solutions-focused approach to identifying and solving complex issues;



- Excellent communication and interpersonal skills with the ability to communicate complex financial information to non-finance specialists;
- Excellent organisation and time management skills with the ability to work to tight deadlines;
- A proven ability to work well both individually and in a team;
- A demonstrable commitment to your own continuous professional development.

### Desirable

- Contract management experience.

## **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 [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.

### **Working at Leeds**

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.



## Our University

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 [foehr@leeds.ac.uk](mailto:foehr@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.

