



Redeployee Skills Profile Form

Please do not complete this form in capital letters

Personal details: *Please complete each section.*

Username	Perdss	Faculty/Service	Corporate Services
Forename	David	School/Institute	Finance Office
Surname	Smiles	Section	Accounts Payable
Email	D.Smiles@Leeds.ac.uk	Job category	Clerical
Work tel	35000	Grade, spine point	5.1
Job title	Finance Assistant	University ID no.	00972500

Statutory start date	01/06/2016	Preferred role: <i>State the types of roles you would like to be considered for.</i>
Contract end date	01/12/2017	
Approx. notice period	4 weeks	Finance roles
Immigration status	N/a	
SOC code	N/a	
Visa expiry date	N/a	
HR contact	Marek Camp	

Working arrangements: *Please indicate your working hours.*

Full-time/part-time	Part-time
FTE	60%
Indicate any other desired working arrangements.	
I would prefer to not work Friday's.	

Qualifications/training: *Please indicate details of each relevant qualification you hold.*

- 2005: AAT Level 2
- 2005: AAT Level 1
- 2001: BA Hons in Business
- 2007: Staff Reviewer Training

Anonymous Redeployment register web summary: *Briefly describe the key duties and responsibilities of your present role and any other previous related roles, your key transferable skills, knowledge and experience, and any specific areas of expertise or interest you have.*

I presently work as a Finance Officer and I'm responsible for preparing budgets, monitoring expenditure; and placing orders (up to £20,000) for individual projects and programmes of work.

I routinely produce management information and variance reports analysing quarterly forecasts, as well as carrying out investigative work for discrepancies, and the interpretation and presentation of financial data for a wide range of stakeholders.

I am also involved in financial project work, for example, reviewing of services, mapping procedures and processes, and redeveloping areas that require improvement.

I have responsibility for a small team, including training, the planning of day-to-day work, monitoring SLAs and KPIs, annual and sickness leave and SRDS meetings.