ROLE PROFILE

Job Title: Doctoral Training Programmes Finance Officer

School/Department: Financial & Business Services, Research and Innovation

Job Family and Level: Administrative, Managerial and Professional Level 4

Contract Status: Permanent

Hours of Work: Full time, 36.25 hours per week

Location: University Park/Jubilee Campus

Reporting to: Postgraduate Funding Manager

Purpose of the Role:
This role covers the essential financial and associated duties that are required to ensure the smooth and efficient running of The University's Doctoral Training portfolio. The role holder will be a member of a small team dedicated to maximising and managing postgraduate studentship funding for the University, in particular the funding we receive from UKRI. The review and co-ordination of the financial processes of Doctoral Training Programmes is an essential part of the role, ensuring efficiency of the cost recovery operation, a high level of customer service and appropriate financial monitoring.

Main Responsibilities

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<th>Main Responsibilities</th>
<th>% time per year</th>
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<tr>
<td>1. Doctoral Training Programme (DTProg) management</td>
<td>50%</td>
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Support post-award project management of doctoral training programme awards including:

- Proactively provide specialist financial advice and make recommendations to key staff including programme Directors and Managers in relation to the management of doctoral training programmes including budget setting, adherence to University and UKRI regulations, policies and procedures and operational improvements.
- Post-award financial management of third party contributions underpinning DTProg studentships.
- Devise and implement effective monitoring and financial control systems/practices in order to analyse financial information and monitor accounts to ensure that budgetary targets are met and that full and proper use is made of the awards.
- Produce, analyse and interpret monthly and year end reports for the Postgraduate Funding Manager and prepare financial information for quarterly reviews.
- Preparation for and participation in any audit visits by key funders.
- Ensure required project codes are created with appropriate budgets.

- Ensure financial records are maintained to reflect studentship contract details, agreements and budget amendments resulting from changes to student circumstance (eg. Sickness, maternity)

- Maintain knowledge of relevant terms and conditions for postgraduate studentship awards, ensuring the processes are in place to support them, to enable effective working within the awards system.
2. **Doctoral Training Centre implementation and support**
   - Support programme Directors and Managers to implement the financial aspects of Doctoral Training Programmes. Identify and share best-practice in this area.
   - Support the development of applications for new Doctoral Training Programmes through financial modelling.
   - Liaison with DTProg collaborating institutions to ensure sub-contracted financial contributions are managed effectively and in a timely manner.
   - Work in close liaison with Research & Innovation (R&I) colleagues, ensuring alignment with R&I Post Award systems and procedures

3. **Budget management**
   - Utilise appropriate university systems and processes (e.g., RIS, Agresso, Campus Solutions) to manage DTProg funding contributing to their development in order to inform continuous improvement.

4. **Funding Team support**
   - Take a proactive role in delivering the University strategy and objectives relating to studentship funding helping to collate metrics and other performance data.

6. **Professional and Personal Development**
   - Undertake professional and personal development activities to ensure that the role holder has the skills and training necessary to undertake the role to a high standard and to ensure up-to-date knowledge of compliance and practice relating to the postgraduate funding landscape.

7. Undertake any other duties necessary for the provision of an efficient support service. For example, absence coverage for other members of the team and training and support for new members of staff and any other duties appropriate to the role and level.

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### Knowledge, Skills, Qualifications & Experience

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<tr>
<th>Qualifications/Education</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level or equivalent.</td>
<td>A recognised qualification in Finance and Accountancy or significant relevant work experience.</td>
<td>Project management qualification</td>
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<tr>
<td>Comprehensive knowledge of, and practical skills in, all aspects of budgetary control and financial operations in a large organisation.</td>
<td>Knowledge and experience of financial software, such as Agresso (the University’s financial management system).</td>
<td>Knowledge of the University’s finance policies and procedures.</td>
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<tr>
<td>Knowledge and experience of financial software, such as Agresso (the University’s financial management system).</td>
<td>High degree of numeracy and ability to manipulate and present figures and data in a number of ways using spreadsheets and databases.</td>
<td>Detailed operational knowledge of Agresso, Je-S and Metastorm BPM.</td>
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<tr>
<td>Excellent IT skills e.g. Word, Excel, Web, Email.</td>
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<td>Knowledge of the terms and conditions of the major postgraduate funding agencies, such as UK Research Councils, and the consequences of non-compliance with them.</td>
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| Ability to provide clear and comprehensive summaries of financial data to guide management decisions and planning processes.  
Thorough, consistent and methodical approach to administrative and financial tasks.  
Ability to handle sensitive and confidential information appropriately.  
Excellent interpersonal skills and the ability to communicate effectively and clearly to people at all levels.  
Excellent planning and organisational skills.  
Ability to multi-task and work to tight deadlines. | Experience | Significant experience in financial administration/management. | Experience in working in a higher education environment.  
Previous experience in a related role.  
Project management experience. |
|---|---|---|---|
| Personal attributes | Exemplary attention to detail and accuracy.  
Ability to manage working relationships in a productive and positive manner.  
Self-motivated, with the enthusiasm and flexibility to work productively as a team member and individually.  
High degree of initiative and responsibility with a proactive approach to problem solving. | Other relevant experience such as project management experience. | |

Due to the requirements of the UK Border and Immigration Agency, applicants who are not UK or EEA nationals and whose immigration status entitles them to work without restriction in the UK will be considered on an equal basis with UK and EEA nationals. Other non-UK or non-EEA nationals whose employment will require permission to work subject to a resident labour market test may only be considered if there are no suitable UK or EEA national candidates for the post. Please visit [http://www.ukba.homeoffice.gov.uk/](http://www.ukba.homeoffice.gov.uk/) for more information.

Informal enquiries may be addressed to Heather Hill, tel: 0115 74 84146, or email: heather.hill@nottingham.ac.uk. Please note that applications sent directly to this email address will not be accepted.