ROLE PROFILE

Job Title: Research Finance Project Coordinator
School/Department: Financial & Business Services – Research and Innovation
Job Family and Level: Administrative, Professional and Managerial Level 3
Contract Status: Permanent
Hours of Work: Full-time (36.25 hours per week)
Location: Jubilee Campus
Reporting to: Assistant Manager, Post Award

The Purpose of the New Role:
The key function of the post is to provide post award financial administration of externally funded research project accounts, ensuring compliance with University regulations and funder requirements, as directed by the Assistant Manager, Post Award.

Main Responsibilities

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1. **Responsibilities:**
   Identification and input of key project and financial framework data for new externally-funded research and related projects on the University’s finance system and ongoing management of this data.  5%

2. To provide expert advice and information to Project Investigators and School administrators with regard to the financial management of research project accounts, including on eligibility of expenditure, remaining balances, and budget virement. Liaison with funding bodies and collaborators as necessary to ensure information is accurate.  20%

3. To provide regular analysis, review and reconciliation of research project accounts, and preparation of invoices, claims including statements of expenditure and final expenditure statements to funding bodies, maximising cost recovery, whilst ensuring claims are justifiable for potential audit. Liaison with external auditors.  20%
4. To monitor the financial performance of projects, minimising institutional exposure to financial risk. This will include comparing expenditure profiles to budget projections, identifying variations or ineligible expenditure, identifying where overheads have not been posted appropriately, alerting project managers of significant under/overspends, and agreeing and taking corrective action, as appropriate.  

5. Prompt completion and submission of non-financial documentation relating to the financial administration of the project, for example starting certificates.  

6. Prompt closure of projects following completion of projects, processing account balances in accordance with funder terms and conditions and University regulations.  

7. To check and provide approval for new staff appointments or extensions on research accounts against budget and funder conditions.  

8. To retain an up-to-date knowledge of grant or contract terms and conditions, funding regulations and financial procedures in relation to awards and new funders, ensuring compliance in the management and administration of funds.  

9. Any other duties commensurate with the role and grade, as directed by the Research Finance Manager or Assistant Manager, Post Award.  

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<th>Knowledge, Skills, Qualifications &amp; Experience:</th>
<th>Essential</th>
<th>Desirable</th>
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| **Qualifications/Education**                  | • HNC/HND (or equivalent qualification) and/or membership of the Association of Accounting Technicians (AAT).  
OR  
• Broad vocational experience in a relevant subject/area. | • HNC qualification in Business Studies. |
| **Skills/Training**                           | • Knowledge of terms and conditions relating to funding applications or a similar complex environment.  
• Excellent IT skills and meticulous attention to detail.  
• High level of numeracy and proven ability to manipulate figures and data with ease, using spreadsheets and databases.  
• Ability to communicate effectively and confidently at all levels.  
• Ability to work to tight deadlines under pressure, and play an active, supportive and flexible role within the team.  
• Excellent oral, written and communications skills.  
• Proven analytical and problem solving capability. | • Financial, accounting or audit training |
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<th><strong>Experience</strong></th>
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<td>• Ability to work using initiative and judgment without recourse to seniors.</td>
<td>• Substantial experience in a comparable and relevant role, demonstrating general knowledge of technical, financial and professional practice.</td>
<td>• Processing funding applications for Research Councils, Charities, etc.</td>
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<td>• Evidence of personal and professional development in previous roles.</td>
<td>• Knowledge of Agresso, and costing software, along with extensive experience of Microsoft Office would be of great advantage.</td>
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<td>• Planning and organising skills.</td>
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<td>• Experience of research grant and contract administration.</td>
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<td>• Knowledge of major research funding agencies (Research Councils, EU, UK Government departments, etc.)</td>
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