



Job title	Research Finance Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	School of Life Sciences	Location	Medical School Building

Purpose of role

The Research Finance Manager in the School of Life Sciences manages a portfolio of research funding activity from the application stage (pre-award) to the setting up of and monitoring of live projects (post-award).

The role-holder works closely with the Senior Research Development Managers and across the Research Development Team in the School of Life Sciences, as well as with academic members of staff and the University's Research and Innovation (R&I) Team, to provide expert advice and to ensure that research operations processes are developed and successfully delivered.

The duties and percentage time allocation provides an indication and framework for the role and should not be regarded as a definitive list or allocation. Other reasonable duties commensurate with the grade, spirit and purpose of the post may be requested. The role holder will be expected to work flexibly to support the Professional Services across the School.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Pre-award management</p> <ul style="list-style-type: none"> • Act as the primary contact for researchers for all matters relating to research funding. • Calculate, manage and approve budgets for research funding applications, ensuring that the School maximises its research margin. • Work with R&I to ensure appropriate triggers are set up within the University financial systems (RIS). • Assist researchers with completing the financial sections of research funding applications on external funding platforms, such as Je-S and Flexi-Grant. • Provide costings advice and develop costings guidance tools for research funding applications. Run training sessions for researchers as required. • Liaise with R&I and external agencies (in the UK and internationally) as appropriate. • Ensure that procedures are adhered to and that all research funding bids are compliant with funder, School and University requirements. <ul style="list-style-type: none"> ▪ Maintain records of research funding bids and provide/analyse data when required, e.g. for School reporting or as part of the Research Excellence Framework (REF). 	45%

2	<p>Project start-up and post-award management</p> <ul style="list-style-type: none"> • Liaise with academic investigators and R&I to ensure that all financial procedures are completed to set up new projects. • Provide guidance to academic investigators regarding contractual issues and contract negotiations, sign-posting to the appropriate resources within the contracts team. • Develop budget forecasts with academic investigators and identify reporting requirements. • Ensure academics are familiar with reporting tools and systems associated with different funding bodies and have appropriate access to online systems such as Agresso. • Provide support and training for academic use of University systems, such as RIS and Agresso, to record and manage research activity, and enable accurate management information to be drawn from relevant systems. • Maintain records of research funding activity and provide/analyse data when required, e.g. for School reporting/forecasting, audit purposes, or as part of the Research Excellence Framework (REF). • Work with R&I to provide details of expenditure for project claims and reporting purposes and to support academic investigators in drawing up annual financial reports to funders and end of project reports. • Support academic investigators to effectively manage any project deviations, such as project under/overspend, resourcing issues, etc. Advise on potential corrective action and liaise with appropriate staff within R&I as required. • Manage all postgraduate research studentships within the School (excluding Doctoral Training Programmes), from set up through to post-award reporting, including using university systems to ensure that tuition fee and stipend payments are made on time. • Liaise with R&I and external agencies (in the UK and internationally) as appropriate. • Any other <i>ad-hoc</i> activities related to research funding, such as timesheet and expenses claim approvals. 	45%
3	<p>Leadership and teamwork</p> <ul style="list-style-type: none"> • Line manage members of the School of Life Sciences Research Development Team as appropriate, primarily the Research Finance Officer. Line management responsibilities include induction, training and supporting professional development, performance management and workload administration. • Deputise for other members of the School of Life Sciences Research Development Team as required. • Support the effective delivery of compliance-related matters, e.g. Health and Safety, GDPR. • Work with colleagues across the University to contribute to the continuous improvement of operational systems and processes, and to develop and share best practice. 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent numeracy and financial management skills. • Data analysis and reporting skills. • Problem solving skills and the ability and confidence to make independent decisions. • Excellent communication, interpersonal and negotiating skills. • Ability to build collaborative relationships, sharing knowledge and supporting colleagues • Organisational skills, a flexible approach and the ability to prioritise and work calmly under pressure against tight deadlines. • Tact, diplomacy and a commitment to confidentiality. • Attention to detail and high levels of accuracy. • High level of IT skills, including MS Office, and digital competency. 	
Knowledge and experience	<ul style="list-style-type: none"> • Experience of financial and/or project management involving multiple stakeholders. • Experience of independent budget management, including producing costings. • Experience of working in a busy office environment with multiple simultaneous tasks and deadlines. • Experience of leadership and/or line management. • Knowledge and understanding of research funding landscape and application processes. • Knowledge and understanding of GDPR. 	<ul style="list-style-type: none"> • Knowledge of Agresso, Worktribe and other University systems. • Experience of working in Higher Education (preferably in a professional services role). • Experience of research management within a Higher Education setting. • Knowledge and understanding of the Research Excellence Framework.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> • Honours degree and/or professional qualification, OR proven track record of relevant work experience, demonstrating practical and theoretical knowledge of the field of work. 	<ul style="list-style-type: none"> • Research management qualification (such as those accredited by ARMA).

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.



Key relationships with others



