



Job title	Research Support Administrator	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	Research Operations/ Research & Innovation	Location	Jubilee Campus

Purpose of role

The post sits within the Post Award team, within Research Operations, part of Research & Innovation. The post holder will work as part of a busy team providing Post Award financial administration of externally funded research project accounts, ensuring compliance with University regulations and funder requirements.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Financial Support <ul style="list-style-type: none">Provide day to day financial support to the Post Award team particularly with regards to preparation of claim and audit evidence, such as reconciliation of costs, and cash management reconciliation.	20%
2	<ul style="list-style-type: none">Day to day financial support for a portfolio of research projects to support the Post Award teams' responsibility for overall financial management of these projects. This includes assisting with month end processes as required, including running and checking project reviews.	10%
3	Administrative Support <ul style="list-style-type: none">Preparing audit evidence to support financial claims to be reviewed by external auditors/ funders for project audit claims to tight deadlines on research projects. Liaising with contacts across the University and using University systems to identify and retrieve copies of documentation including employment contracts, invoices, travel expense claims, purchase card records and payroll.	40%
4	<ul style="list-style-type: none">Uploading project documentation into the auditor's portal. Resolving audit queries where possible, or liaising with the Project Coordinator to resolve.	20%

5	<ul style="list-style-type: none"> Manage the shared urgent mailboxes for the post award team and prepare weekly reports for the team. 	5%
6	<ul style="list-style-type: none"> Undertake any other duties necessary for the provision of an efficient support service as appropriate to the level and role of the person appointed. 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Good written and communication skills ▪ Good knowledge of core Microsoft Office applications, especially Excel and Outlook ▪ Good interpersonal skills ▪ Ability to acquire knowledge quickly and use it effectively ▪ Ability to be flexible and use initiative ▪ Good workload management skills to meet tight deadlines ▪ Ability to work in a methodical and organised manner with attention to detail ▪ Ability to recognise and identify errors or issues of concern and resolve or raise with team 	<ul style="list-style-type: none"> ▪ Experience of using the University of Nottingham's Corporate systems; Agresso, RIS, etc.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Proven previous experience of working in an administrative or finance role ▪ Working independently and within a team 	<ul style="list-style-type: none"> ▪ Experience of working within a Higher Education environment
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ A good standard of education, minimum of 5 GCSEs (or equivalent) including English and Mathematics at grade C or above. 	<ul style="list-style-type: none"> ▪ GCSE in IT, Business Studies or Accounting ▪ A levels (or equivalent)



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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
Taking ownership	Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as H&S, EDI and other considerations.
Forward thinking	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
Professional pride	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
Always inclusive	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others



