



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 staff costs, and cash management reconciliation. Assisting with raising invoices for cash received. 	Insert 20%
2	Financial Support <ul style="list-style-type: none"> Day to day financial support for a portfolio of research projects to support the Post Award Team. Support with raising purchase requisitions and good receipting supplier invoices. Track and monitor staff recruitment on research projects 	Insert 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. 	Insert 40%
4	Other Tasks <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. Manage the shared urgent mailboxes for the post award team and prepare weekly reports for the team. 	Insert 30%

	<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.	
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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; Oracle, 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

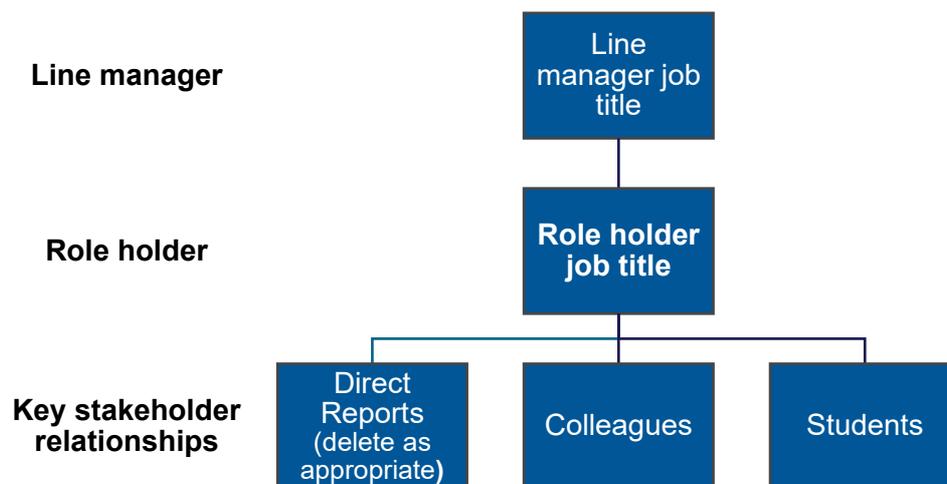
The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

This is a Smart Art diagram. Click on the boxes to enter the role holder's job title, line manager's job title and any direct reports (if applicable). If a role does not have any direct reports, remove this box by double clicking on it and pressing Delete.

****Please remove this paragraph of instructions before submitting the role profile****



For job levelling/benchmarking purposes only – please remove before publishing

Decision making

Taken independently by the role holder

▪ ▪

Taken in collaboration with others

▪ ▪

Referred to the appropriate line manager (please name) by the role holder

▪ ▪
