



Job title	Research Finance Project Coordinator	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	Research Operations/ Research & Innovation	Location	Jubilee Campus and home working

Purpose of role

Responsible for the financial administration of a portfolio of externally funded research awards and grants based on a Faculty/College allocation, to provide strategic financial advice and management information to Principal Investigators (PIs) in the management of their awards and contracts. This includes the provision of accounting, financial management and financial reporting services and ensuring compliance with external funder terms and conditions to support and enable research across the University.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Identification of key financial deadlines Identification and input of key project and financial framework data for new externally funded research and research related projects on the University's finance system and ongoing management of this data. This involves identifying the financial reporting and invoicing requirements for each project according to funder terms and conditions and ensuring these are kept up to date during the life of the project.	5%
2	Financial Risk Analysis To monitor the financial performance of projects, minimising institutional exposure to risk. This will include comparing expenditure profiles to budget projections, identifying variations or ineligible expenditure, identifying where overheads have not been posted correctly, identifying significant under/overspends, and agreeing and taking corrective action, as appropriate.	20%
3	Reconciliation To provide regular analysis, review and reconciliation of research project accounts. This includes preparation of invoices, claims, statements of expenditure to funding bodies, whilst maximising cost recovery and optimising research income and margin and ensuring claims can be substantiated with appropriate audit evidence.	20%
4	Stakeholder Communication - Build and maintain strong working relationships with budget holders and key administrative staff within Schools - To provide expert advice and information to Project Investigators and School/College Research administrators regarding the financial management of research project accounts, including on eligibility of expenditure, remaining balances, and budget virement. Liaison with external funding bodies, partners/collaborators and other Professional	20%

	Services teams across the University as necessary to ensure information is accurate. ▪ Liaison with external auditors.	
5	Research Finance Responsibilities ▪ Prompt completion and submission of non-financial documentation relating to the financial administration of the project, for example starting certificates. ▪ Prompt closure of projects following completion of projects, processing account balances in accordance with funder terms and conditions and University regulations. ▪ To check and provide approval for new staff appointments or extensions on research accounts against budget and funder conditions. ▪ To manage project changes, including extensions, supplements, terminations and academic changes. ▪ 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.	30%
6	▪ Any other duties commensurate with the role and grade, as directed by the Assistant Manager, Post Award or other senior members of Post Award.	5%

Person specification

	Essential	Desirable
Skills	▪ 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 analyse figures and data with ease, using spreadsheets and databases. ▪ Ability to communicate effectively and confidently at all levels (both written & oral). ▪ Highly organised and the ability to work to tight deadlines under pressure with conflicting deadlines. ▪ Play an active, supportive, and flexible role within the team. ▪ Proven analytical and problem-solving capability. ▪ Ability to acquire knowledge quickly and use it effectively. ▪ Ability to be flexible and work using initiative and judgment with minimal supervision. ▪ Ability to consider business improvements to existing processes ▪ Ability to respond positively to change, and manage implementation	▪ Financial, accounting or audit training
Knowledge and experience	▪ Experience in a relevant role, demonstrating general knowledge of technical, financial, and professional practice. ▪ Evidence of personal and professional development in previous roles.	▪ Knowledge of Oracle, and costing software, along with experience of Microsoft Office (especially Excel and Outlook). ▪ Experience of research grant and contract administration. ▪ Knowledge of major research funding agencies (Research Councils, EU, UK Government departments).

Qualifications, certification and training (relevant to role)	▪ HNC/HND (or equivalent qualification) or membership of the Association of Accounting Technicians (AAT). OR ▪ Broad vocational experience in a Finance	▪ HNC qualification in Business Studies
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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 Health & Safety, Equality, Diversity & Inclusion, 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



