

**Job Title:** Project Finance Officer  
**Grade:** 5  
**Salary:** £22,417 to 26,715 per annum  
**Department:** Research  
**Hours/Contract:** Full time, fixed term until 30 September 2020, or the return of the incumbent post holder  
**Reference:** 1283

## Role Purpose

To carry out the post award financial administration of externally funded project accounts ensuring compliance with University regulations and funding body requirements, and to ensure the maximum funds are received as promptly as possible.

You will be able to provide expert advice and support on more complex accounts, liaising with Principle Investigators, departmental administrators and project partners external to the University, for accurate and timely financial information.

## Resources Managed

- To engage with a team of 8 in the execution the post award administration of approximately 1300 project accounts, which in total generate research income of around £55 million per year
- To assist with the processing of project staff appointment requests which results in a total annual expenditure in excess of £21 million

Main Duties and Responsibilities	% Time
<ul style="list-style-type: none"> <li>• Provide expert advice to departments on a wide range of complex financial issues concerning project accounts, such as eligibility of expenditure, balances remaining, virement of budgets, coding of income, and external funding body rules and regulations in support of Departments' daily project management to ensure funds are used effectively.</li> </ul>	10
<ul style="list-style-type: none"> <li>• To liaise with partners of projects who are external to the University, to ensure timely receipt of accurate financial information for the purposes of completion of claims and budget monitoring.</li> </ul>	10
<ul style="list-style-type: none"> <li>• To be the first point of contact for financial and procedural enquiries from external funding bodies, clarifying/supplying information as necessary.</li> </ul>	10
<ul style="list-style-type: none"> <li>• To ensure good preparation for audit as required, and to identify, investigate and resolve issues to ensure claims are auditable and within financial regulations.</li> </ul>	10
<ul style="list-style-type: none"> <li>• To manage own portfolio of projects for the quarterly project review process: including the reconciliation, analysis and presentation of project expenditure for the preparation of invoices/claims in order to maximise the value and timeliness of income to the University.</li> </ul>	30
<ul style="list-style-type: none"> <li>• To complete annual cost statements for CEC funded grants, reconciling accounts, and preparation of timesheet analyses thereby providing an expert base to the University in this area of financial post-award management.</li> </ul>	20



<ul style="list-style-type: none"> <li>To assist with the processing of requests for project staff appointments, calculating the cost of the appointment and ascertaining the funds available, with recognition of the funding body's terms and conditions, and University regulations.</li> </ul>	10
<p><b>Internal and External Relationships</b></p>	
<ul style="list-style-type: none"> <li>Departments (Project Investigators and administrators) on a daily basis to ensure the smooth running of project accounts, and to provide advice and support</li> <li>Finance Office on matters pertaining to University regulations, and payments</li> <li>With all sections of the Research and Enterprise Division to gain further understanding on the contractual aspects of projects.</li> <li>Liaising with external organisations on a regular basis regarding project finances</li> <li>Personnel Office, pertaining to the authorisation of project staff appointments</li> </ul>	
<p><b>Planning and Organising</b></p>	
<ul style="list-style-type: none"> <li>Prioritising and organising own workload on a quarterly basis to ensure deadlines are met.</li> <li>To liaise with external parties to ensure their reports/data are submitted in a timely manner.</li> <li>To work with other team members to ensure completion of workflows and to adherence to deadlines</li> <li>Plan up to 3-6 months in advance for required completion statements of grants coming to a close</li> <li>To plan for the implementation of any new procedures introduced particularly in respect of the project review process, and ensure sharing of best practice across the office.</li> </ul>	
<p><b>Qualifications, Knowledge and Experience</b></p>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Minimum Grade C in GCSE Maths and English or equivalent*</li> <li>Strong track record of relevant accounting experience*</li> <li>Can demonstrate knowledge of accounting principles and financial matters*</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>AAT qualified*</li> <li>Experience of work in a Higher Education environment*</li> </ul> <p><b>*Criteria to be used in shortlisting candidates for interview</b></p>	
<p><b>Skills, Abilities and Competencies</b></p>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Data management/enquiry skills, and ability to organise and interpret financial data*</li> <li>IT – experience of computerised accounting systems and Microsoft packages, including strong spreadsheet skills*</li> </ul>	



- Strong teamplayer\*
- Strong oral and written\* communication skills
- Ability to organise and prioritise workload, and produce/process documents accurately without supervision\*
- Strong interpersonal skills
- Strong commitment to customer service, and ability to maintain confidentiality\*
- Ability to coach and lead a team to the delivery of objectives
- Strong attention to detail

**Desirable**

*\*Criteria to be used in shortlisting candidates for interview*

**Criminal Declaration**

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

**VITAL**

The University encourages all staff to live our [VITAL values](#) which are:  
**Valuing People, Innovators, Together, Accountable, Leaders.**

**Equality and Diversity**

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

