

Candidate Information

Position:	Finance Officer
School/Department:	Centre for Cancer Research and Cell Biology
Reference:	19/107091
Closing Date:	Wednesday 30 January 2019
Salary:	£24,028 - £27,831 per annum (potential to progress to £29,514 per annum through sustained exceptional contribution)
Duration:	until 31 October 2022

JOB PURPOSE:

To provide comprehensive and professional financial/administrative support and be responsible for the day to day financial administration of the Precision Medicine Centre (PMC) research programme within the Centre for Cancer Research & Cell Biology. The post holder will also liaise with the Research Finance Officer with overall responsibility for the co-ordination and financial administration of the Invest NI audits.

MAJOR DUTIES:

1. Responsible for financial administration including the processing of purchase orders and invoices, purchase card reconciliations and dealing with any queries that may arise with regard to the PMC Invest NI grant.
2. Co-ordinator of all audits for the PMC Invest NI grant held within the Centre. This will involve liaising with the QUB Research Finance office and Invest NI to ensure that all claims comply with the terms and conditions of the grant and all the relevant documentation is available for internal and external audits.
3. Provide a comprehensive financial support and advice service to the grant-holder and project partners particularly in respect of funder requirements to ensure that risks to the University are mitigated and that the project is delivered within budget.
4. Liaise with the Project Manager to form a productive working relationship with the funding body to ensure grant terms and conditions are understood and communicated to all project partners. Ensure that all rules and regulations in respect of the project are consistently adhered to by all parties. Responsible for keeping up-to-date with current funder rules and regulations applicable to the project(s).
5. Calculate and co-ordinate the cash disbursements to the project partners, ensuring the payments are made within the appropriate timeframes and legislation if relevant to the funding framework of the grant.
6. Prepare and reconcile regular statements of expenditure for the principal investigator, comparing actual expenditure against budgets, forecasting expenditure and providing variance analysis for the University and project partners. In addition, provide on-going financial advice to the PI and partners to enable project budgets to be optimised within the funding regulations. Also responsible for highlighting exceptions and providing advice on corrective action required.
7. Responsible for ensuring the appropriate financial, accounting and administrative framework is applied to the grant including the completion of timesheets, monitoring of cash receipts against expected income profiles, reviewing/approving internal transfers and monitoring expenditure for the duration of the projects.
8. Prepare detailed University financial statements for the funding body and co-ordinate the required internal review and authorisations of financial reports for submission to the funding body using the appropriate electronic or paper-based systems.
9. Co-ordinate the preparation of project partners' financial statements, advising and assisting where necessary to ensure statements are completed to the required standard, format and timeframe to enable the necessary review before submission on to the funder
10. Responsible for co-ordinating audits, collating necessary documentation, liaising with external auditors to ensure audit certification is provided to the funder as and when required. Advise on appropriate administrative systems to meet University and specific funder requirements (i.e. EC Article 16 Framework). Ensure that the appropriate documentation framework used complied with funder requirements. Responsible for keeping up-to-date with current funder rules and regulations applicable to the project(s).

11. Preparation of invoices for the commercial activities of the PMC, ensuring that VAT regulations are adhered to.
12. Assist as required with any other duties that may be required by the CCRCB.

Planning and Organising:

1. Plan and allocate work responsibilities over the short to medium term with an appreciation of the longer term issues with the direction from the Project Manager
2. Perform duties in accordance with the University monthly, quarterly and annual approved schedule of work
3. Plan work activities in response to management and team requirements
4. Use initiative and discretion, based on knowledge and experience to respond on a daily basis to ad hoc enquiries and competing priorities to ensure deadlines are met
5. Organise complex activities and co-ordinate associated issues. This will involve the consideration of issues such as cost and timescales and complex funded guidelines

Resource Management Responsibilities:

1. Responsible for providing accurate and timely claims to external funders of research
2. Contribute to identifying areas of financial concern with the University and partner budgets
3. Investigate variances and advise on corrective actions as required
4. Ensure resources associated with the projects are used in an effective and efficient manner within a delegated budget so that resources are available when required
5. Identify any budgetary areas of concern and take corrective action where required

Internal and External Relationships:

1. Initiate and develop a strong working relationship with staff at all levels associated with the project across the University
2. Develop and maintain effective working relationships with representatives from project partner organisations
3. Co-ordinate all financial activities in respect of projects and act as main point of contact with external funders
4. Initiate and develop strong working relationships with representatives of external organisations such as auditors
5. Attend internal and external meetings as required
6. Respond to queries from external bodies as appropriate

ESSENTIAL CRITERIA:

1. Academic and/or vocational qualifications i.e. NVQ Level 3, A levels or equivalent in relevant subject
2. 4 years recent experience in a predominately accounting environment or financial position to include financial co-ordination
3. Experience of financial co-ordination of complex grants
4. Experience in the use and production of complex spreadsheets
5. Experience of procurement of goods/services for Invest NI funded projects
6. Experience of using online systems with a range of funders
7. Experience of facilitating audits
8. Experience of dealing with external funders
9. Appropriate level of ICT skills including the use of spreadsheets and databases
10. Strong numeracy skills
11. Show initiative and ability to work with minimum supervision.
12. Proven track record of working in a team
13. Proven track record of developing effective working relationships
14. Excellent verbal and written communication skills
15. Ability to manage and prioritise workload
16. Capable of working to strict deadlines
17. Ability to work outside normal working hours to meet audit deadlines

DESIRABLE CRITERIA:

1. Degree; qualified Accounting Technician; part or full qualified Accountant
2. Experience of working with large integrated financial information systems such as Queen's Financial Information System (QFIS)