

## Candidate Information

**Position:** Assistant Research Finance Business Partner  
**School/Department:** Financial Services  
**Reference:** 22/109598  
**Closing Date:** Monday 28 February 2022  
**Salary:** £28,756 - £33,309 per annum.  
**Anticipated Interview Date:** Monday 14 & Tuesday 15 March 2022

### JOB PURPOSE:

The post-holder will report to the Finance Business Partner and will assist in providing a range of professional financial services to academics and external sponsors of research. The post-holder will be required to work closely with faculty and finance staff providing advice and financial support on externally funded research applications and large research grant awards. The post holder will manage and supervise staff in relation to the claims process for a portfolio of research projects. We are seeking an enthusiastic team player who excels in interpreting funder guidelines and finding solutions. The ideal candidate will have the ability to take on new information rapidly and deal with multiple competing deadlines.

### MAJOR DUTIES:

1. As a key member of the team, assist in the provision of professional advice and support to all stakeholders with a view to facilitating the delivery of the key targets.
2. Support the Business Partner in the provision of a comprehensive financial support and advice service to academics particularly in respect of costing/claiming complex and inter-disciplinary research projects to ensure that risks to the University are mitigated.
3. Manage a portfolio of large and complex research grants.
4. Manage and supervise staff in relation to a portfolio of research projects.
5. The role will involve developing a close working relationship with academics and representatives from funding bodies and collaborating organisations.
6. Responsible for the preparation of research grant applications, including preparation and checking of all aspects of costing and pricing using the University costing systems and in line with fEC principles and guidelines.
7. The post-holder will also be responsible for the submission of proposals/claims to various sponsors including: UKRI, Innovate UK, Invest NI, Royal Society, Royal Academy of Engineering and other charities. The post holder will exercise judgement in line with University and sponsor guidelines whilst adhering to internal/external deadlines whilst maximising potential income recovery.
8. Recording of key data on research grant applications and awards on University systems and this will require a knowledge and proficiency in the use of various systems and software packages.
9. Provide support in the set-up of new research projects on QFIS (Queen's Financial Information System) and other relevant databases and ensuring the integrity of the information.
10. Assist as required with any other duties that may be required.

### Planning and Organising:

1. Plan work and responsibilities over the short to medium term plans and reporting requirements of the University with an appreciation of longer-term issues i.e. understand the components of a grant application and the subsequent impact on the University when awarded.
2. Perform duties in accordance with the Directorate and University monthly, quarterly and annual approved schedule of work.
3. 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.

4. Organise complex activities and co-ordinate associated issues. This will involve the consideration of issues such as cost versus price and timescales and complex funder guidelines.

**Resource Management Responsibilities:**

1. Responsible for providing complete, accurate and timely costings to academics and external funding agencies.
2. Assist in meeting the submission requirements of major funders.
3. Specialist knowledge of funder terms and conditions, ensuring budgets are assigned appropriately for all new awards.
4. Ensure resources requested are adequate within the proposed budget and work with the academic to ensure University expectations are met.

**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. Liaise directly with academic staff across the University to distribute, collect and review costing requests and provide relevant costing reports.
3. Co-ordinate all financial activities in respect of project and act as point of contact for funders of Research.
4. Initiate and develop strong working relationships with representatives of external funding organisations.
5. Attend internal and external meetings as required.
6. Respond to queries from external bodies as appropriate.

**ESSENTIAL CRITERIA:**

1. \* NVQ Level 3, A Levels or minimum of 4 years recent relevant experience.
2. \* Experience of working with financial costing/claiming systems.
3. \* Experience in the financial co-ordination of complex grants/initiatives.
4. \* Experience in supervising and managing staff.
5. \* Experience of working with large integrated finance systems.
6. \* Experience of dealing with external funders.
7. Experience of using online submission systems with a range of funders.
8. Ability to manage and prioritise workload.
9. Capable or working to strict deadlines.
10. Strong numeracy skills.
11. Appropriate level of ICT skills including the use of complex spreadsheets and databases.
12. Show initiative and ability to work with minimum supervision.
13. Proven track record of developing effective working relationships.
14. Excellent verbal and written communication skills.
15. Willingness to work outside normal hours if required to meet deadlines.

**DESIRABLE CRITERIA:**

1. \* Part qualified professional Accountancy qualification / Accounting Technician or equivalent.