

## Candidate Information

**Position:** Finance Business Partner (Research)  
**School/Department:** Financial Management and Resource Utilisation  
**Reference:** 23/110673  
**Closing Date:** Monday 27 February 2023  
**Salary:** £43,414 - £53,353 per annum  
**Anticipated Interview Date:** Monday 13 and Tuesday 14 March 2023

### JOB PURPOSE:

To provide a specialised research finance service to the Faculty in support of Strategy 2030, strategic priority Research & Innovation, with particular emphasis on achieving key performance targets relating to research awards and contribution on awards. The post holder will produce insightful business information and analysis to assist accurate decision making, risk assessment and rapid trouble shooting when necessary. In addition, the post holder will support the Pro Vice Chancellor, Director of Operations, Dean of Research, Dean of Innovation & Impact and wider Faculty team in the development and implementation of strategic plans to realise Faculty objectives. The post holder will also have a reporting line to the Finance Directorate and will interact with the Faculty Finance teams and Research Finance on a regular basis.

### MAJOR DUTIES:

1. To contribute to the strategic direction of the Faculty and support the operational delivery of the Faculty research and innovation plan, providing detailed analysis of research performance against targets.
2. To deliver a professional research finance service within the Faculty of Medicine, Health & Life Sciences (MHLS). Manage the Research Finance team within MHLS and act as a dedicated point of expertise for research matters within the Faculty.
3. To ensure that all applications are costed using full economic costing (fEC) in line with University procedures and funder criteria in accordance with the Faculty research and innovation strategy. Ensure the price applied is in line with University and Faculty policies, with particular regard to overhead recovery and targets.
4. Responsible for the management of multiple external deadlines, delegating and assigning tasks as necessary; overseeing the submission and approval of grant applications; overseeing bids in excess of £1M, multi partner, clinical trials and other complex funding calls.
5. Liaise with Research Contracts to oversee the financial and other contractual terms as part of contract review and negotiation; oversee the preparation of financial schedules for collaborators, sub-contractors and sites as necessary to ensure the University's exposure to risk is managed and mitigated. Accept awards on behalf of the University and oversee the set-up of all new external research grants within Qfis, ensuring all policies and regulations are adhered to.
6. Contribute to the annual and quarterly estimates and forecasting process in relation to research and innovation projects.
7. Ensure detailed guidance is provided to the Research Finance post award team on the invoicing/claims procedures for all new awards to ensure a seamless transition from faculty to central finance team.
8. Provide assurance to MHLS Appointments Group that funds are in place for all research funded posts. Oversee and/or approve electronic post approval forms for the appointment of staff on research funded posts within the Faculty, ensuring posts are within the budget and timeframe available.
9. Prepare and deliver training courses in pre award research finance for academics and researchers across the University as required.
10. Actively assist with the design and development of IT systems in support of research, including the promotion of the Research Application System (RAS) and the development, testing and implementation of the University costing system BlackDackel in addition to ensuring the accuracy of the information recorded in the Research Grants Database (RGD).
11. Carry out any other duties which are appropriate to the post as may be reasonably requested by the Faculty and Finance leadership teams.

**ESSENTIAL CRITERIA:**

1. Honours degree (or equivalent qualification) in any subject.
2. Significant relevant experience in an accounting/finance environment working with large and complex management information systems.
3. Minimum of 5 years' experience to include pre and post award research finance; experience of costing techniques; completing and submitting grant applications; contract negotiation and grant/project management.
4. Demonstrable experience of major HEI research funders' policies and procedures relating to costing requirements and terms and conditions related to awards.
5. Staff management experience.
6. Experience in the use of complex computerised accounting systems and extensive knowledge and experience of IT packages, in particular spreadsheet design and usage.
7. Well-developed communication and interpersonal skills.
8. Well-developed analytical and problem solving ability.
9. Ability to monitor performance effectively and set and achieve clear objectives.
10. Experience of developing strong interdisciplinary relationships across a wide range of stakeholders.
11. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.

**DESIRABLE CRITERIA:**

1. A recognised professional accounting qualification.
2. Experience of working with external funders to include UKRI, NIHR, NIH, EC and EIT.
3. Experience of working with health trusts in relation to medical research.