

## Candidate Information

<b>Position:</b>	Research Finance Officer - EC / Global
<b>School/Department:</b>	Finance
<b>Reference:</b>	24/111857
<b>Closing Date:</b>	Monday 13 May 2024
<b>Salary:</b>	£37,841 - £46,497 per annum
<b>Anticipated Interview Date:</b>	Thursday 23 & Friday 24 May 2024
<b>Duration:</b>	Permanent

### JOB PURPOSE:

The successful candidate will provide an effective specialist support service in the financial administration of European Commission (EC), other European funded research projects and a range of globally funded projects from funders such as NIH and US Aid. The post-holder will manage a team of staff working closely with the Faculty Finance Teams, the EC Research Development Team, and the Global Research partnership team. The post-holder will also be responsible for ensuring the consistent interpretation and implementation of a variety of complex EC / Global funding regulations to grants awarded, the management of project funding / partner payments and the co-ordination of the financial reporting to ensure the maximisation of income received.

### MAJOR DUTIES:

1. Act as a dedicated point of expertise, for enquiries on the financial aspects of EC research funding programmes (Horizon Europe, Marie-Curie, ERC, EIT, ERDF, Interreg, etc). The post-holder will also be the finance Horizon 2020 Contact Point within Northern Ireland providing expert finance advice to other research organisations, businesses, and other bodies with an interest in EC funding.
2. Ensure proper financial management of the range of globally funded research grants currently awarded to the University.
3. Ensure adequate internal controls are in place within the University to ensure compliance with the US Single Federal Audit requirements.
4. Manage a team of up to 3 staff with responsibility for providing dedicated specialised financial support for grants awarded under specialised EC programmes including Interreg VA, Interreg Atlantic, EIT, etc.
5. Ensure adequate financial due diligence is put in place, monitored, and reviewed in line with funder requirements across a range of global collaborators and project partners.
6. Keep up to date with all aspects of the financial administration of EC-funded research programmes by engaging with sector representative bodies such as UKRO and attending training courses provided by the EC or their nominees. Ensure clear communication of current funding regulations to academic and support staff.
7. Support the Head of Research Finance in the development and implementation of policies and procedures required to effectively manage the research grant funding process. Also includes developing processes for capturing, analysing and reporting key data on research activity for both internal use and external reporting purposes. To include the contribution to the development and implementation of processes and procedures aimed at reducing the exchange rate exposure of research grants funded in foreign currencies.
8. Provide assistance to Faculties, academic staff, Faculty Finance Teams, Research and Enterprise staff and collaborating research partners, as required, on financial aspects of complex contract preparation.
9. Ensure a consistent approach to the preparation and submission of accurate and timely financial statements required by the EC in line with the EC grant agreements. To include the accurate treatment of the conversion of expenditure and income between Euro and Sterling to minimise the impact of exchange-rate fluctuations.
10. Co-ordinate the engagement of external auditors to undertake audit certification reviews in support of claims for funding. The post-holder will also assist with the preparation of responses to audit findings and development of remedial action plans.
11. Review and approve staff posts funded from research grants.
12. Carry out any other duties as required from time to time.

**ESSENTIAL CRITERIA:**

1. A degree (or equivalent). Candidates without a degree but with substantial recent experience relevant to the role will also be considered.
2. Substantial recent experience relevant to the role to include, for example large value multi partner research grants or sales ledger with income greater than £20m.
3. Experience in using large integrated finance systems, databases and spread sheets to undertake data analysis and provide reports.
4. Evidence of the ability to develop policies and apply these to operational procedures.
5. Experience of the effective coordination and facilitation of audits.
6. Experience of reconciliation of accounts.
7. Experience in the management of a team of staff.
8. Working with multiple stakeholders.
9. Good communication skills and experience in preparation and professional delivery of presentations.
10. Evidence of being able to work in a team and influence decision-making.
11. Managing your workload and the workload of your team to meet multiple competing deadlines.
12. Willingness to travel to attend project related meetings.

**DESIRABLE CRITERIA:**

1. Professional Accounting Qualification.
2. Experience of managing EC / Globally Funded research grants.
3. Experience and delivery of training courses.
4. Experience in developing web resources.