



## Candidate Information

**Position:** Research Grants Co-ordinator  
**School/Department:** Finance  
**Reference:** 24/111862  
**Closing Date:** Monday 20 May 2024  
**Salary:** £29,334 - £33,642 per annum  
**Anticipated Interview Date:** Thursday 30 May 2024

### JOB PURPOSE:

The post-holder will report to the Research Finance Accountant / Supervisor with responsibility for the coordination and financial administration of a number of complex, high-value, multi-partner research grants. The post-holder will be required to work closely with a range of staff within the University including the Principal Investigator and School management team. In addition, the post-holder will be the key contact between the Research Finance Office and external parties including the Funding body and grant partners. The post-holder will also have an important role in providing dedicated finance advice and support to the grant consortium.

### MAJOR DUTIES:

1. 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.
2. Liaise with the Project Officer 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).
3. 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 for the grant.
4. 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.
5. 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 project.
6. 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.
7. 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 onto the funder.
8. 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. Ensure that the appropriate documentation framework used complies with funder requirements.
9. Responsible for keeping up-to-date with current funder rules and regulations applicable to the project(s).
10. Act as liaison with the project partners, the Faculty Finance Teams and the Contracts Team in Research & Enterprise Directorate to ensure all necessary contracts, such as the consortium agreement is negotiated and approved as required. This will include contract amendments throughout the duration of the project.
11. Attend regular meetings with the funder / lead partners as required to discuss finances on the projects.
12. Assist as required with any other duties that may be required by Research Finance.

**ESSENTIAL CRITERIA:**

1. Academic and/or vocational qualifications i.e. NVQ Level 3, A levels in relevant subject (or equivalent) OR have significant relevant experience.
2. Substantial recent relevant experience in a predominately finance environment or in a predominantly finance role.
3. Experience in the financial co-ordination of complex high value grants.
4. Experience in the production and use of complex spreadsheets.
5. Experience of working with large, integrated financial information systems.
6. Experience of preparing complex claims for funding, facilitating audits and assisting with financial forecasting.
7. Experience of dealing with external Funders, academics and collaborating organisations.
8. Willingness to travel to partner sites / attend meetings on project finances as required.
9. Ability to manage and prioritise workload to meet strict deadlines.
10. Able to work on own initiative and as part of a team.

**DESIRABLE CRITERIA:**

1. Experience of working on Innovate Funded projects, EU-funded and Invest NI-funded grants.
2. Part-qualified or working towards an accountancy qualification.