Candidate Information

Position: RiSC+ Project Coordinator
School/Department: Queen's Business School
Reference: 25/112400
Closing Date: Monday 17 February 2025
Salary: £33,785 - £38,765 per annum
Anticipated Interview Date: Thursday 27 February 2025
Duration: 42 months

JOB PURPOSE:

To work alongside a mixed team of academics and Professional Services Staffs, managed by the RiSC+ Network Manager and supported by an admin role, to provide a range of professional financial services to academics, funding organisations and the Post-award Team on a range of activities related to the postaward financial management of the RiSC+ project. The post-holder will be responsible for the financial administration of the research project and will have responsibility to ensure that all terms and conditions are adhered to and that grant funding is maximised. The post-holder will also be responsible for a number of specific tasks including data analysis on research activity, Flexible Fund, KPI reporting and will assist the Network Manager in estimates and financial forecasts.

The ReImagining Supply Chains Network Plus (RiSC+) is housed at Queen's University Belfast, collaborating with partner institutions, including Ulster University, the University of Plymouth, Nottingham Trent University, the University of Derby, and the University of Reading. The network is also supported by a range of partners, including Moy Park, Foods Connected, Coca-Cola, The College of Agriculture Food & Rural Enterprise, The Department of Agriculture, Environment and Rural Affairs of Northern Ireland, Catapult Digital and Victoria and Albert Museum Dundee.

MAJOR DUTIES:

1. Ensure the provision of a comprehensive post-award financial support and advice service to academics particularly in respect of complex and inter-disciplinary research (i.e., RiSC+ project) to ensure that risks to the project are mitigated and budget is well managed.

2. Financial administration of the RiSC+ project. To include the reconciliation of project finances, the preparation of claims for funding, co-ordination of flexible fund, co-ordination of audit certification, preparation/support for audit, audit follow-up and the reconciliation/posting of income received.

3. Provide specific assistance to PI and Network Manager in the administration of research grants funded by UKRI. Includes the development of detailed knowledge of UKRI funding regulations to ensure that grants from this source are conducted as per these regulations and that funding is maximised.

4. Assist PI and Network Manager with the preparation of estimates and financial forecasts relating to the RiSC+ grant. Collate data and undertake complex analysis. Assist with the development of processes to continually improve the quality of research finance data and the accuracy of forecasting future trends.

5. Responsible for sourcing, analysing and presenting key information required for a range on internal reports for internal University use and in the completion of surveys/returns required by external organisations.

6. Co-ordinate the financial administration required to transfer research grants to other Research Organisations. Liaise closely with the lead academic, the Contracts Team and other third parties (new host Research Organisation, the funding body and collaborating partners) to ensure the efficient, accurate and timely transfers in accordance with funder regulations.

7. Responsible for the regular review of outstanding debt from research funder and co-ordinating agreed follow-up action within the project team.

8. Act as a key contact point on specific/complex finance issues that may arise from research and other type grants. Develop and maintain processes to highlight to the project team and the research finance team in advance, complex and/or large-scale projects in the pipeline to enable planning/resourcing for post-award administration.

9. Develop a close working relationship with academics, colleagues from the Research and Enterprise Directorate and representatives from funding bodies and collaborating organisations to ensure the provision of a professional finance service in support of research grants.

10. Flexibility to travel as part of the role, particularly the requirement to attend meetings with companies and universities across the UK.

11. The duties of the post outlined above are not exhaustive and the post-holder is expected to Undertake any other duties appropriate to the role that may reasonably be requested by the Network Manager as well as the project PI and Co-Is.

ESSENTIAL CRITERIA:

1. Relevant academic or vocational qualifications e.g. 2 A Levels or NVQ Level 3 in Accounting, Finance or equivalent OR Substantial relevant experience, in a Finance Officer role.

2. At least 3 years' experience working in a predominantly finance/accounting environment involved the financial co-ordination of complex grants/initiatives.

3. Experience of preparing claims for funding from external organisations.

4. Experience in data collation, analysis and the preparation of reports.

5. Advanced skills and demonstrable experience in the production and use of complex spreadsheets and in setting up and using databases (i.e. using MS Access).

6. Experience in using a large integrated financial management system.

7. Experience in preparing for and managing audits.

8. Excellent written and spoken communication skills.

9. Personal resilience and demonstrable experience in managing competing priorities within demanding timeframes.

10. Proven ability to work as part of a team and participate in internal and external networks.

DESIRABLE CRITERIA:

1. Experience of working in the financial administration of research grants.

2. Experience of working on multi-discipline grants (e.g., UKRI, Horizon Europe).

3. Working within the HE environment in supporting collaboration activities.

4. Experience in dealing with academics and other multi – disciplinary staff with respect to complex grants/initiatives.

ADDITIONAL INFORMATION:

Informal inquiries may be directed to: Hangfei Guo at h.guo@qub.ac.uk