

## Candidate Information

**Position:** Finance Coordinator (Future Medicines Institute)  
**School/Department:** Faculty Office MHLS  
**Reference:** 25/112434  
**Closing Date:** Monday 17 March 2025  
**Salary:** £33,785 - £38,765 per annum  
**Anticipated Interview Date:** TBC

### JOB PURPOSE:

The Future Medicines Institute (FMI) is a new industry-led research hub for Life and Health Sciences in Northern Ireland, hosted by Queen's University Belfast (QUB). A consortium of companies, along with both QUB and Ulster University, have developed a model to create this new translational research unit. The FMI will drive collaboration, cluster development and engagement, enhancing research and development opportunities for commercial and academic partners.

This multi-million-pound investment in new research infrastructure and research personnel is the first of its kind in NI. The FMI will house over 50 QUB and partner staff and be located adjacent to the Patrick J Johnston Centre for Cancer Research, the Wellcome Wolfson Institute for Experimental Medicine and the School of Pharmacy at QUB. It will be funded by the Department for the Economy, Northern Ireland, for an initial 5 years, and managed as a UKRI Strengths in Places Fund project as part of the existing UKRI Strength in Places Fund programme. The ambition is to grow and develop the FMI to achieve long term sustainability. It will work collaboratively with other regional investments such as our new clinical research facility iREACH, data science hub Momentum 1.0, the Centre for Digital Healthcare Technologies (CDHT) and the Artificial Intelligence Collaboration Centre (AICC). Collectively, these investments will transform the capabilities and competitiveness of the NI Life and Health Sciences sector here in NI, mapping and collaborating with other clusters in UK and Ireland.

The FMI Finance Coordinator will be responsible for the financial co-ordination, administration and budgetary aspects of the UKRI FMI award and any future grants awarded to the Institute.

### MAJOR DUTIES:

1. Develop in depth knowledge of the SIPF programme funding regulations including knowledge of income and expenditure activities.
2. Initiate and develop a strong working relationship with staff at all levels in the designated Schools. The post-holder will be recognised as a main point of contact for staff in relation to FMI financial queries.
3. Provide financial administrative support to the FMI Director, Programme Manager in co-ordinating the preparation of multiple, complex, claims in line with strict UKRI/Innovate UK deadlines.
4. Responsible for the preparation and submission of financial claims to funder.
5. Establish processes and systems to ensure that all necessary information/documentation is available in support or audit/vouching of the project.
6. Provide and present budgetary information for FMI Management Group.
7. Co-ordinate audit requests for the FMI project. Prepare necessary documentation in advance of audit and facilitate audit visits/requests. Review audit findings and recommend amendments to business processes as required. Retain all required audit documentation throughout the project life.
8. Issue project payments to project collaborators.
9. Provide management information on FMI to include Forecasting, partner information, income and overheads.
10. Responsible for ordering goods and services.
11. Any other duties as required by the FMI Management team.

**ESSENTIAL CRITERIA:**

1. A-Levels, NVQ 3 or equivalent and 4 years' experience of preparing financial management information, financial analysis/reconciliations and providing advice to inform decision making OR;  
Substantial recent experience of preparing financial management information, financial analysis/reconciliations and providing advice to inform decision making.
2. Experience of using complex computerised accounting systems.
3. Experience of effectively working as part of a team.
4. Experience in supervising more junior members of staff.
5. Experience of working closely with senior professionals from both a finance and a non-finance background.
6. Demonstrable experience of major HEI research funders' policies and procedures specifically related to HEI cost recovery.
7. Ability to interpret and analyse financial information.
8. Excellent working knowledge of Microsoft Excel, with good experience of key functions contained within.
9. Good negotiating, communication and interpersonal skills, to enable effective internal and external relations and to deal appropriately with confidential and sensitive issues.
10. Capable of working to strict deadlines with the ability to work with minimum supervision.
11. Flexible, willing to adapt to new tasks and duties.
12. Willingness on occasion to work outside normal hours if required to meet deadlines.

**DESIRABLE CRITERIA:**

1. Part Qualified in ACA/ACCA/CIMA or equivalent professional exams.

**ADDITIONAL INFORMATION:**

Informal Enquiries to Rory Jordan - r.jordan@qub.ac.uk