

## Candidate Information

<b>Position:</b>	Grants Officer
<b>School/Department:</b>	Finance
<b>Reference:</b>	26/113264
<b>Closing Date:</b>	Monday 27 April 2026
<b>Salary:</b>	£29,594 - £32,186 per annum
<b>Anticipated Interview Date:</b>	Wednesday 13 May 2026
<b>Duration:</b>	Permanent

### JOB PURPOSE:

As a Grants Officer, you will provide financial support across the full research grant lifecycle, from application and project setup through to financial reporting and project closure. Working within established procedures and under the guidance of senior colleagues, you will play a key role in ensuring research grants are managed accurately, compliantly, and on time.

You will act as a first point of contact for routine financial queries, support the preparation of grant claims and reports, and help maintain high quality financial data across university systems.

### MAJOR DUTIES:

1. Support the Research Grants Supervisor / Manager in the costing, preparation, and submission of research funding applications, ensuring financial data is accurately captured within digital costing tools, templates, and research management systems.
2. Assist with the coordination and tracking of application deadlines and internal approval workflows, helping to ensure submissions are complete, compliant, and submitted on time.
3. Apply standard costing methodologies, institutional rates, and pricing rules in line with guidance, escalating queries relating to cost eligibility or non standard items to senior colleagues for review.
4. Support the preparation of applications to ensure alignment with funder requirements, published guidance, and University policies and procedures.
5. Assist with the set up of new research projects on university finance and research management systems, ensuring records are complete, accurately reflected, and supported by appropriate documentation.
6. Maintain accurate and up to date grant records, including budgets, project dates, and supporting documentation, through regular review and validation of system data.
7. Support the ongoing financial administration of a defined range of research grants, contributing to compliant project management in line with funder terms, conditions, and University procedures.
8. Prepare grant claims and financial returns, extracting, reviewing, and validating financial data from university systems to ensure accuracy and compliance with funder and institutional requirements.
9. Assist with the preparation of statements of expenditure for Principal Investigators, comparing actual expenditure against approved budgets and identifying discrepancies.
10. Support forecasting and reconciliation activity, highlighting variances, anomalies, or potential issues to the Research Grants Supervisor / Manager for review.
11. Assist with the timely and compliant financial closure of completed grants, ensuring all reporting and system updates are completed in line with funder and University requirements.
12. Act as a first point of contact for routine financial and procedural queries from academic staff, Schools, and project partners relating to the post award administration of research grants.
13. Provide clear procedural support and guidance on standard funder and University requirements, escalating complex, non standard, or judgement based issues to senior colleagues as appropriate.

14. Support routine liaison with funding bodies and project partners, assisting with the collation and exchange of financial information for collaborative research projects, under the guidance of senior colleagues.
15. Maintain accurate and reliable data across university finance and research management systems through regular review, validation, and updating of records.
16. Prepare spreadsheets, data extracts, and routine reports to support grant monitoring, claims, and internal reporting activity.
17. Assist with audit preparation and audit activity, ensuring required documentation is accessible, accurate, and complete, and escalating queries to senior colleagues where appropriate.
18. Process invoices, journals, and other financial transactions in accordance with University financial controls and procedures.
19. Contribute to the continuous improvement of research finance processes, including identifying opportunities to improve accuracy, consistency, or efficiency.
20. Undertake other duties appropriate to the grade as required by the Research Grants Supervisor, Manager, or Director of Finance.

**ESSENTIAL CRITERIA:**

1. 5 GCSE's (including Mathematics and English).
2. Strong experience in using spreadsheets for data analysis, including extracting data, performing reconciliations, and ensuring accuracy across datasets.
3. Experience working with large, integrated finance or research management systems, with confidence navigating and updating digital records.
4. Ability to work effectively both independently and collaboratively, contributing to team priorities while managing own tasks within agreed procedures.
5. Clear and professional written and verbal communication skills, with the ability to communicate financial or procedural information effectively to academic colleagues and external stakeholders such as funders or project partners.
6. Ability to apply and follow University policies, procedures, and funder requirements accurately, referring non standard or complex issues to senior colleagues as appropriate.

**DESIRABLE CRITERIA:**

1. Working in a research grant administration environment.
2. Experience in preparing claims for funding.
3. Experience in preparing for and supporting audits.

**ADDITIONAL INFORMATION:**

Informal enquiries may be directed to: Rory Jordan at [r.jordan@qub.ac.uk](mailto:r.jordan@qub.ac.uk)