



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Support Assistant

Research Operations Service / Faculty of Engineering and Physical Sciences



Salary: Grade 4 (£19,612 - £22,417 p.a.)

Reference: CSFIN1066

We will consider flexible working arrangements

Research Support Assistant

Research Operations Service / Faculty of Engineering and Physical Sciences

Are you hard working with an eye for detail? Do you have administrative experience working in a busy office environment ideally in a research support or finance role? Do you want to join a team that is committed to supporting the strategic objectives and research culture of the newly created Faculty of Engineering and Physical Sciences?

We are looking for a professional and proactive individual who will provide high quality, customer-focussed administrative support to our Faculty Research Office. You will be part of the University's Research Operations service, but will be deployed to the Faculty of Engineering and Physical Sciences and will report to the Faculty Research Manager. You will work closely with the Pre-Award, Mobilisation and Post-Award research support teams to support the provision of grants management and financial administration within the Faculty Research Office, with particular responsibility for the preparation and collation of timesheets, receipts and other supporting data in advance of grant claim audits.

With administrative experience in a busy, customer-focussed environment, you will also have excellent organisation skills and be able to balance competing priorities.

What does the role entail?

As a Research Support Assistant, your main duties will include:

- Proactively managing competing priorities to provide a variety of support to the Faculty Research Office;
- Collating evidence from varying sources to support research grant audits, including;
- Ensuring staff complete monthly timesheets, cross checking with award letters (person months), HR records and travel claims, and validating timesheets to confirm that they are completed accurately and authorised appropriately;
- Ensuring allocated expenditure is eligible within the funders terms and conditions;



- Evidencing expenditure to audit requirements to specific deadlines, e.g. calculating the price per unit for chemistry stores and acquiring usage records for facilities access;
- Maintaining historical financial records in compliance with GDPR and financial retention requirements, as well as additional funder-specific requirements.
- Examining transactions and invoices to calculate costs, confirming the correct charges and making adjustments when problems arise. Justifying and explaining amendments to auditors and account holders;
- Assisting the Pre-Award team with administrative tasks associated with the preparation and submission of research grant applications;
- Assisting the Mobilisation team with administrative tasks associated with the due diligence, risk review pre-contracting procedures, liaising with principal investigators as required.
- Assisting the Post-Award team with administrative tasks associated with the management of live research grants, including journal allocations, invoicing and completion of milestones;
- Assisting colleagues with research related enquiries, providing information, assistance and guidance in line with University and research sponsor procedures and regulations;
- Providing temporary cover for other members of the team where necessary, and attending and contributing to team meetings and appropriate research networks across the University;
- General administration tasks including vendor set-up requests, credit check requests and grant closures.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Research Support Assistant, you will have:

- Administrative experience in a busy customer-focussed environment;
- Excellent organisational skills with the proven ability to prioritise work and deliver against competing deadlines, whilst maintaining a high level of accuracy and attention to detail;
- Excellent interpersonal skills with an ability to build credibility and trust with a wide range of people;



- Excellent numerical skills with some experience of working with finance systems and procedures;
- The ability to work both proactively and independently but also as part of a wider support team;
- Excellent written and verbal communication skills;
- Proficiency in Microsoft Office applications, in particular Excel.

You may also have:

- Experience of SAP, KRISTAL, Qlikview;
- Some knowledge of Research Council UK (EPSRC) and EU research funders rules and of funder systems (JeS, ECAS, eGAP);
- Experience of working within rules and regulations.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by 23.59 (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Janet Mackintosh, Faculty Research Manager

Tel: +44 (0) 113 343 5191

Email: J.E.Z.Mackintosh@leeds.ac.uk

Clair Webster, Deputy Faculty Research Manager

Tel: +44 (0) 113 343 6149

Email: c.webster@leeds.ac.uk

Additional information

Find out more about the [Faculty of Engineering and Physical Sciences](#).

Find out more about the [Research Operations Service](#).

Find out more about [Athena Swan](#) and [equality and inclusion](#) in the Faculty.



Find out more about the Faculty's [research and associated facilities](#).

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our [Criminal Records policy](#). You can find out more about required checks and declarations in our [Criminal Records](#) information.

