



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Research Finance Administrator, Finance



**Salary: Grade 6 (£27,025 - £32,236 p.a.)**

**Reference: CSFIN1067**

**This post will be based at the Chapel Allerton Hospital site**

**We will consider flexible working arrangements**

# Research Finance Administrator

## Faculty Research and Innovation Office

### Finance

**Are you customer focused and excited about delivering an outstanding service to customers? Do you have experience of providing research finance administrative support in addition to exceptional organisational skills? Do you want to join a team supporting academics and clinicians with research grant management?**

As a highly motivated, proactive individual you will be responsible for providing research grant management support to the Academics and Research Manager within the Faculty of Medicine & Health with a focus on pre award and grants management.

The team deals with a large volume of research grant applications and awards. You will work closely with the academics and senior finance administrators/ research managers to assist with costings to obtain funding for research and Knowledge Transfer (KT) activity with the Faculty. In particular you will be the Faculty contact and source of knowledge on all matters relating to costing of projects, liaising with funders and day to day grant management and operational matters.

You will need to show a high level of attention to detail and have the ability to organise, prioritise and work to tight deadlines. You will have a high level of interpersonal, communication and organisational skills and to be able to work on your own using your initiative, flexibly, proactively in a busy environment. We also require good problem solving skills to work through complex issues.

## What does the role entail?

As a Research Finance Administrator, your main duties will include:

- Providing detailed guidance and expertise in award regulations and procedures of research sponsors ensuring compliance with internal grant administration policies and procedures as set out by central Research Innovation Service and University Financial Procedures and proactively develop your own knowledge and skills necessary to undertake the role;



- Responsibility for faculty research and KT applications providing expertise in external funding opportunities, sponsor terms and conditions and support to applicants with the non-academic element of proposals;
- Preparing full costing of proposals providing advice to academics on the application of full economic costing principles, scenario planning, compliance with sponsor terms and conditions and University policy. For cost based pricing, review eligibility of costs to determine sponsor specific price;
- Interpreting and explaining complex and changing grant regulations to a variety of audiences, offering guidance and advice and contributing to the development of user guides;
- Proactively managing a portfolio of complex, high value, collaborative research and KT grants for the length of the grant, ensuring financial information is accurate and consistent with external sponsor rules and University Financial Procedures and policies;
- Providing regular, bespoke budgetary reports to academics and researchers on research and KT grants including explaining and interpreting reports where necessary, alerting any projected over or under spends, providing advice and discussing options for solving problems, resolving where possible with the Academic or Business Manager and escalating where necessary;
- Assisting in the design and delivery of training in a variety of Research Support activities to a range of academic colleagues across the Faculty. Supporting in the design and production of supporting documentation within training sessions and user guides;
- Raising Purchase Orders using the SIPR system for research sub-contract/collaboration costs in line with Research & Innovation legal contract procedures;
- Providing project support to principal investigators in the preparation of financial information for external management reports; monitor collaborator expenditure, budgets and income;
- Working closely with the Faculty Research Office to ensure that research accounts are both set up and closed down correctly, within sponsor terms and conditions and in a timely manner;
- Producing SAP journals working with Faculty Research Office to ensure appropriate costs are charged to the correct accounts;



- Assisting with providing audit information for research project audits and ensure all required information is obtained and maintained in preparation for audits;
- Preparing HR Proforma for the recording or reappointment of staff in line with changes to planned budgets on research grants;
- Assisting academics and the Faculty Research Office with any amendments and extending of research accounts as required;

## What will you bring to the role?

As a Research Finance Administrator you will have:

- A degree (or equivalent experience);
- Experience of supporting the development of funding bids, including costing and pricing of research proposals and project management within the Higher Education sector or equivalent;
- Knowledge of how research is funded in UK Higher Education Institutes, with a sound understanding of funding rules and regulations from a wide range of funders;
- Excellent numeracy skills and confidence in understanding, handling, analysing and presenting statistical and financial information with excellent attention to detail to varied audiences;
- Excellent organisational and time management skills, including the ability to prioritise and balance workloads, deliver results and meet deadlines under pressure;
- The ability to work in a complex organisation and be effective in working across interfaces at all levels, both internally and externally;
- Excellent verbal and written communication skills, with the ability to communicate complex matters to a variety of audiences at an appropriate level;
- Excellent interpersonal skills, with a strong customer service focused ethos and the ability to establish and maintain good working relationships, both internally and externally, with a diverse range of people;
- Proven ability to work on own initiative with minimal supervision and also to work effectively as part of a team;
- A flexible and proactive approach, with experience of problem solving and, implementing improvements;
- Excellent IT skills: competent in using Microsoft Office suite (Word, Outlook, Excel packages) with the ability to quickly learn new systems;



You may also:

- Have knowledge of University research administration software such as SAP;
- Have previous experience working for a funding body or higher education institution;
- Have an understanding of the research funding landscape and issues currently facing the Higher Education sector;
- Have knowledge and understanding of contract negotiation and intellectual property issues;
- Be working towards a financial or business management qualification;
- Experience of project management within the HE sector or equivalent.

## 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 closing date.

## Contact information

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

**Emma Tolson, Research Manager**

Tel: +44 (0)113 392 4951

Email: [e.j.tolson@leeds.ac.uk](mailto:e.j.tolson@leeds.ac.uk)

## Additional information

Find out more about the [Faculty of Medicine and Health](#).

Find out more about [Athena Swan](#) in the Faculty of Medicine and Health.

## 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 in 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](mailto: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 made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.

