



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Research Support Officer (Pre-Award), Finance



**Salary: Grade 5 (£23,067 – £26,715 p.a.)**

**Reference: CSFIN1075**

**Part time: 0.5 fte, 17.5 hours per week**

**Interviews likely to be held Wednesday 18 March**

**We will consider flexible working arrangements**

## **Research Support Officer (Pre-Award) Research Operations Service / Finance**

**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 research support to our Faculty Research Office (FRO). You will work closely with the Research Support Administrators to support costings of projects, in line with the University and Funders' rules and regulations. 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 Senior Research Support Administrator (Pre-Award).

With administrative experience in a busy, customer focussed environment, you will also have excellent organisation and communication skills, experience of financial systems and procedures, and the ability to work effectively to tight deadlines.

### **What does the role entail?**

As a Research Support Officer (Pre-Award), your main duties will include:

- Supporting research within the Faculty throughout the application process, preparing costings, providing expert advice and facilitating the approval process for submission in order to meet deadlines;
- Taking responsibility for making well considered judgements on appropriate costings and pricing for funding applications, ensuring that all resources are identified in the application and are fully justified in the case for support;
- Developing expert knowledge on funders' procedures and interpreting terms and conditions to disseminate as necessary;
- Ensuring compliance with University policies, including internal grant administration and procedures as set out by Research Operations and Research & Innovation Service (RIS);
- Maximising cost recovery within funder eligible terms and conditions, and being responsible for pre-award data integrity;



- Becoming an expert user of the University's research and finance systems (KRISTAL, QlikView and Sirius Web);
- Providing support with the completion of funder submission systems and applications, ensuring consistency with internally generated costings;
- Liaising externally with research funders, sponsors and collaborators, and internally with Schools, Faculties, RIS and other corporate services;
- Proactively resolving day-to-day problems, thereby helping to maintain the quality of service offered;
- At peak times, providing support to the wider Research team, including the Mobilisation and Post-Award teams;
- Proactively developing your own knowledge and skills necessary to undertake the role.

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 Officer, you will have:

- GCSEs in Mathematics and English Language (Grade A\*-C) or equivalent;
- Administrative experience in a busy customer focussed environment in a research support or financial role, with a good knowledge of research funders;
- Excellent organisational skills with the proven ability to prioritise work and deliver against demanding deadlines, whilst maintaining a high level of accuracy and attention to detail;
- Ability to work both proactively and independently but also as part of a wider support team;
- Excellent interpersonal skills with an ability to build credibility and trust with a wide range of people;
- Excellent numerical skills, with experience of working with finance systems and procedures, and a sound understanding of costing projects;
- Excellent written and verbal communication skills;
- Proficiency in Microsoft Office applications, in particular Excel.

You may also have:

- Experience of KRISTAL, QlikView and Sirius Web;



- Knowledge of Research Council UK (EPSRC) and other research funders rules and of funder systems (JeS, ECAS, eGAP);
- Experience of developing costings and managing budgets for maximum benefit to the Faculty within funder rules.

## 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](mailto:j.e.z.mackintosh@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](#)

### A diverse workforce

The Schools in the Faculty of Engineering & Physical Sciences are proud to have been awarded the Athena SWAN [Bronze](#) or [Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.



## **Working at Leeds**

Find out more about the benefits of working at the University and what it is like to live and work 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](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 in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

