



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Research Finance Administrator, Faculty of Medicine and Health



**Salary: Grade 6 (£27,511 - £32,817 p.a.)**

**Reference: CSFIN1083**

**We will consider flexible working arrangements**

# **Research Finance Administrator**

## **Faculty Research & Innovation Office, Faculty of Medicine and Health**

**Are you customer focussed 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 the “cradle to grave process covering pre and post award”.

The team deals with a large volume of research grant applications and awards. You will work closely with the Senior Research Administrators 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 the costing of projects, liaising with funders and monitoring of budgets.

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 our own 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 pre/post-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 the University Financial Procedures and proactively developing 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 on the application of full economic costing principles, scenario planning, compliance with sponsor terms and conditions and University policy. For cost based pricing, you will be reviewing 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 ensuring financial information is accurate and consistent with external sponsor rules and University Financial Procedures and policies;
- Providing regular 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;
- Responsibility for maintenance and data integrity of University pre/post-award systems;
- Maintaining files in line with central Research Support protocols ensuring full documentation maintained for audit purposes;
- 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.

## What will you bring to the role?

As a Research Finance Administrator you will have:

- Experience of supporting the development of funding bids and project management within the HE sector or equivalent;
- Financial experience including budgeting;
- A sound understanding of funding rules and regulations from a wide range of funders;
- Experience of providing advice and guidance in a specialist area to non-specialists;



- The ability to understand and explain detailed, and often complex, policies and procedures;
- Sound organisational and time management skills with the ability to manage a demanding workload, recognise priorities and work to deadlines;
- Experience of developing and implementing administrative and financial procedures and of managing small projects;
- The ability to work both independently and as part of a team;
- A proactive approach to problem solving.

You may also:

- Have knowledge of University research administration software such as SAP;
- Have knowledge and understanding of contract negotiation and intellectual property issues;
- Be working towards a financial or business management qualification;
- Have an understanding of issues currently facing Higher Education.

## 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:

**Lynn Bulmer, Faculty Research Manager**

Tel: +44 (0)113 343 7832

Email: [l.bulmer@leeds.ac.uk](mailto:l.bulmer@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 in 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 subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

