

JOB DESCRIPTION

Job Title: Research Finance Officer

Grade: SG6

Department: Finance

Responsible to: Senior Finance Business Partner

Responsible for: no direct reports

Key Contacts:

- Senior Finance Business Partner
- Finance Research Business Partner
- Project leaders, finance staff and other staff throughout the University
- Funders, partners, and project auditors
- NRI & GRE Directors and other staff

Standard Occupational Classification (SoC code): N/A

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

The purpose of this role is to provide professional administrative support and financial transactional service to the Finance Business Partnering team, with a focus on Research and Enterprise projects. The post holder will assist with the financial administration of research and enterprise contracts received by the University and its subsidiaries. Working with the Research Business Partner to deliver excellent service delivery, uncompromising on quality values across the team and with their partnership relationships. The Research Analyst will support the team in the use of Enterprise Performance Manager (EPM) system and populating the system in line with the Budgeting, Forecasting and the EPM Timetables.

KEY ACCOUNTABILITIES

Team Specific:

- Finance Performance Management
- Assisting with financial administration of research and enterprise contracts; reviewing spend against contract budget; ensuring costs/overheads are compliant with contractual obligations.
- liaison with project investigator/manager and providing information.
- liaison with external funders

- liaison with project auditors o assessing the affordability of staff appointments to project.
- Monitoring the University's grants for research and enterprise: Allocations entered onto Horizon system, setting up project codes to monitor spend; reviewing spend; journals; providing information for project leaders and senior managers.
- Assisting the FP&A Team with gathering data with use in preparation of TRAC and other returns
- Calculation of work in progress for research and enterprise contracts ensuring compliance with accounting standards.
- Provide data and schedules to support the information in the University's financial statements.
- Supporting the Business Partner to build and maintaining budgets and forecasts within the EPM system.
- Support of local audits (e.g., of research grants, other external funding) ensuring positive outcomes as required

Business Partnering:

- Work with the Finance Research Business Partner to create and shape the Finance business partnering research community and work towards delivering a valued service.
- Work with other Finance Research Analysts Business to drive collaboration, standardisation, and continuous improvement.
- Become an expert user of Research and Finance systems and processes their Finance Business Partnering team.
- Take on additional roles and responsibilities across the Finance Team as required.

Benchmarking and best practice:

- Working with the team to move towards continuous improvement and promotion of a strong control and governance culture. Proactively contributing to conversations / working groups to move towards a best-in class Finance Business Partnering
- Identify and demonstrate best practice for Research and Enterprise grant management covering financial planning, control, and administration.

Managing Self:

- Excellent communication skills

- Able to build positive, collaborative relationships with a variety of stakeholders.
- Ability to work well with others.
- Manage own time and daily work tasks.
- Work independently and as part of a team.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Finance delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Accurate, timely reporting and administration for Research grants.
- Be a trusted source of information for the Finance Business Partnering team and customers.
- Delivery to the team agreed standards/principles and KPIs.
- Continuously looking to increase knowledge and technical proficiency.
- Proactively contributing towards creating communities of best practice and standards across the Finance directorate
- Voice of Customer satisfaction survey results are highly satisfied with the service provided.
- Supporting the identification and delivery of continuous improvement plans to enable the evolution of Finance

KEY RELATIONSHIPS (Internal & External):

- Senior Finance Business Partner
- Finance Research Business Partner
- Project leaders, finance staff and other staff throughout the University
- Funders, partners, and project auditors
- NRI & GRE Directors and other staff

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Previous experience of research and consultancy finance management within a Higher Education provider

Desirable Criteria

- Previous experience of research financial management of large EU research projects
- A sound knowledge of accounting, with reference to research and enterprise contracts
- Oracle EPM Cloud experience
- Educated to degree level.

SKILLS:

Essential Criteria

- Proactive stakeholder management
- Good interpersonal skills with the ability to and willingness to support colleagues.
- High level of computer literacy across Microsoft Office suite, in particular strong Excel skills
- Able to independently prioritise, organise and deliver a complex and changing workload under pressure to tight deadlines
- Change agent, leading on improvement initiatives across different stakeholder groups.

Desirable Criteria

- N/A

QUALIFICATIONS:

Essential Criteria

- N/A

Desirable Criteria

- N/A

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- N/A