**Job Description**

**Department**: Faculty Finance

**Faculty:** All

**Title of post**: Finance Officer - Research Projects

**Grade of post**: Grade 6

**FT or % P/T**: FT

**Principal location of work**:

**Immediate line manager**: Business Support Manager (BSM)

**Staff managed**: None

**Qualifications required for post**: Ideally pursuing AAT qualification, strong Maths & English, written and spoken.

**Experience required for post**: Experience of working in a similar role in a large complex organisation. Experience of using sophisticated computerised financial accounting systems. Experience of MS Excel & Word.

**Overall purpose of post**: To work as part of the Finance Team carrying out the financial duties of the Faculty in accordance with Faculty and University procedures; and to provide a high standard of customer service. To support the BSM in the monitoring of contracts and associated activities.

**Main duties:**



1. Assist the BSM and Project Manager in the costing of research, consultancy and collaborative agreements; and in the production of associated reports.

1. Assist in monitoring the financial performance of research, consultancy and collaborative agreements; and in the production of associated reports.

1. Provide project budget holders with the required project monitoring reports, providing analysis (detailed breakdown) where required.

1. Reconcile the financial system to project reports to ensure accuracy, and to prepare journals as required.

1. Maintain a schedule of live projects, showing agreed key project details, values and timescales, and invoicing points for clients.

1. Maintain a file of contracts for individual projects and any associated correspondence with Legal Services.

1. Monitor that project invoicing has been prompted, performed and income collected.

1. Assist in the preparation of project reports and claims to customers (including grant claims to sponsors) within timescale, and that the reports are submitted using the appropriate medium (paper or increasingly via the relevant portal).

1. Assist the Head of Finance & Planning with an external audit of projects as required.

1. Other duties as required to provide an efficient service to the faculty and ensuring that there is backup of departmental services.