

JOB DESCRIPTION

Job Title: Research Finance Coordinator **Accountable to:** Research Finance Manager

Contract Length: Permanent **Hours per week/FTE:** 35 **Weeks per year:** 52

Salary: £34,326 - £42,155 **Grade:** 4

College/Service: Finance – providing support to Research Management and Administration (RMA) **Location:** King's Cross

Purpose of Role:

To work within the Finance section of the RMA service, providing professional and efficient administrative support for research budgets and financial matters, and ensure that University policy and procedures are complied with.

Duties and Responsibilities

- To work within the Finance section of RMA and provide comprehensive support to the Research Finance Manager.
- To monitor and manage research projects budgets awarded by a variety of funders, including UK Research and Innovation and the European Commission (Horizon 2020), in particular the expenditure against individual budget headings, in line with funder requirements and UAL Financial procedures.
- To provide financial reports on projects for Principal Investigators, RMA management and project funders, as required.
- To manage and maintain effective reporting and monitoring strategies for activities and financial management data, and keeping appropriate RMA managers informed.
- To provide specialist financial support and advice to academics, RMA colleagues and Project Managers.
- To ensure all income due on allocated projects has been invoiced and receipted on UAL's finance system (Agresso Business World – ABW). Where necessary liaise with funders to ensure income is received in a timely manner.
- To work with RMA colleagues to provide information for the HE Business and Community Interaction (HEBCI) survey annual return.
- To attend the full economic costing (FEC) project team meetings and provide information as required throughout the year.
- To ensure FEC journals are done and overheads are correctly allocated across UAL, any queries on final reports are resolved and projects closed on all internal systems.
- To lead a Research Finance Administrator (Grade 3) in the financial administration of projects and delegating specific tasks to the Research Finance Administrator.
- To work with all other areas of RMA providing highest possible level of service and standards.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To personally contribute towards reducing the university's impact on the environment and support actions

associated with the UAL Sustainability Manifesto (2016 – 2022)

- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Research Funding teams;
- Project Managers;
- Research-active staff;
- UAL Finance staff;
- RMA senior management
- HR

Specific Management Responsibilities

Budgets: Externally-funded research projects budgets

Staff: 0

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Research Finance Coordinator

Grade: 4

Person Specification

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<p>Specialist Knowledge/ Qualifications</p>	<p>Educated to degree level or equivalent experience</p> <p>ABW Finance System</p> <p>Costing & Pricing module within ABW</p> <p>Knowledge of EU and UK research funders and their reporting requirements</p> <p>Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post:- MS Office (Outlook, Word, Excel)</p>
<p>Relevant Experience</p>	<p>Experience of working in Higher Education</p> <p>Experience of working in a Research Financial environment.</p> <p>Experience of basic management reporting and operating purchase ledger and sales ledger, including reconciliations and credit control</p>
<p>Communication Skills</p>	<p>Communicates effectively orally, in writing and/or using visual media.</p>
<p>Leadership and Management</p>	<p>Motivates and leads a team effectively, setting clear objectives to manage performance</p>
<p>Research, Teaching and Learning</p>	<p>Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity</p>
<p>Professional Practice</p>	<p>Contributes to advancing professional practice/research or scholarly activity in own area of specialism</p>
<p>Planning and Managing Resources</p>	<p>Plans, prioritises and organises work to achieve objectives on time</p>

Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last updated: Oct 2018