

1 Advertisement

Post Title: Senior Research Finance Manager

School/department: Research & Enterprise Services / Research Finance & Contracts

Hours: Full Time hours considered up to 1FTE. Requests for flexible working options will be considered (subject to business need).

Contract: permanent

Reference: 8354

Salary: starting at £42,149 to £50,296 per annum (with a discretionary range dependent upon skills and experience)

Placed on: 28 April 2022

Closing date: 25 May 2022. Applications must be received by midnight of the closing date.

Expected interview date: to be confirmed

Expected start date: asap

- The Research Grants Manager (Post-Award) through proactive engagement & management of the Research Development Officers, will work to support departments & PI's to provide a professional, effective, timely and responsive service.
- The post holder will add value through providing quality assistance and expert advice on all post award related matters while also working with various teams in professional services such as; HR, Payroll & the contracts teams advising on contractual matters such as Collaboration Agreements, Material Transfer Agreements and Confidentiality Agreements. This will include the drafting and negotiating of some agreements.
- This is an interesting and varied role where you will lead a team of 14 to support and manage to help organise workload, planning to key deadlines, overseeing the management and administration of the Research Finance Officers and services delivered to academic and departmental staff covering all aspects of post award research including, project set up, timely invoicing, internal & external audits and the financial management of research grants. Building good relationships with wider teams is key to the job, along ensuring that the processes to support research funding are in place.
- We are looking for a customer orientated individual, who has experience of or the aptitude for line management and can use their initiative to solve complex problems. A high level of numeracy and accuracy is important, as is the ability to manage a diverse workload for themselves and their team.
- They will have a thorough understanding of the UK HEI research funding landscape.

Please contact Ashley Blake ab2193@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at [Supporting Research and Enterprise : Research environment : Research at Sussex : University of Sussex](#)

3. Job Description

Job Description for the post of: Senior Research Finance Manager

Department: Research & Enterprise Services

Section/Unit/School: Research Finance & Contracts

Location: Falmer House/Hybrid Working

Grade: Grade 8

Responsible to: Head of Research Finance

Responsible for: Research Finance Manager G7, Senior Research Finance Officers G6 (11 FTE), Senior Research Finance Administrator (G5), Research Finance Administrator (G4)

Role description:

The post holder will oversee the delivery of grant and contract support through the post award team, ensuring that staff and students receive first class, timely, pragmatic and accurate support. Using your professional expertise, you will foster and embed a customer / academic led service through your team. You will identify ways to improve and streamline processes where necessary.

PRINCIPAL ACCOUNTABILITIES

1. Lead, manage, promote and maintain a high-quality Research Finance team, offering an excellent customer focused service helping academics seamlessly manage their research projects engendering a culture of continuous improvement.
2. To ensure the delivery of outputs from the team, you will use your organisation skills, keen eye for detail, and process driven approach to manage the Post Award workflow.
3. Ensure compliance with all relevant funder legislation and University policies, applying your expertise and advising on their practical application.
4. Work in partnership with other key stakeholders within the academic community/departments to ensure a seamless service.
5. Support the development and delivery of research finance services through delivering improvements to processes, advice and training to RFO's, departmental staff and awareness raising activities.

6. Provide timely and accurate provision of information to internal and external auditors, as required.

KEY RESPONSIBILITIES

1. Team Management and Leadership

- 1.1 Provide management and leadership to motivate the team to achieve targets and objectives
- 1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all members of the department
- 1.3 Ensure team understanding and application of operational standards are embedded in the team culture and methods of working
- 1.4 Support the development of others, providing training and coaching in area of expertise
- 1.5 Foster an ethos of continuous improvement

2. Service Delivery

- 2.1 Working within overall university policies and procedures, ensure the effective management of responsibilities in the area of expertise. Plan and allocate resources to support the achievement of Divisional targets and objectives.
- 2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
- 2.3 Contribute the development of Divisional/functional strategic planning process
- 2.4 Ensure the delivery of improvements to systems and procedures to maintain effective service delivery within area of responsibility.
- 2.5 Ensure appropriate records and documentation are maintained commensurate with policy and procedure.
- 2.6 Provide reports and other communication media internally and externally as appropriate. To undertake analysis, interpretation, and presentation of complex information to inform decisions related to subject area
- 2.7 Identify critical issues when resolving problems particularly where there is complex or competing information and use university policy and objectives to make decisions.

3. Policy and Procedure

- 3.1 Based on a broad and deep set of knowledge and experience, interpret policy and procedure, providing advice on the application of policy as required.
- 3.2 Contribute to the shaping of policy decisions and improvement in area of expertise.
- 3.3 Ensure appropriate governance is in place for area of expertise.

4. Customers and Stakeholders

- 4.1 Proactively work with internal and external stakeholders, colleagues or students to ensure the effective service delivery, initiate and develop relationships, providing data and information to inform decisions as necessary, showing appropriate sensitivity when needed.
- 4.2 Persuade, influence, and negotiate as appropriate to further the objectives of the University

5. Details of the key responsibilities

- 5.1 The financial administration of individual projects funds, internally and externally funded research.

- 5.2 Provide advice and guidance to Principal Investigators and their teams on a range of project funding matters.
- 5.3 Provide training to team members and departmental staff.
- 5.4 Monitor budgets, income and expenditure on research awards and identify any significant variances. Liaise with Principal Investigators over significant unresolved variances and potential financial problems.
- 5.5 Engage with the systems team and the Senior Research Accountant/Analyst to improve reports used within the team and by the PI's.
- 5.6 Ensure that all external and internal financial reporting requirements are met and deadlines adhered to, including negotiation within the appropriate time frame of extensions/supplements as required.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Leading a team of 14 staff, organising workload, planning to key deadlines.
- Overseeing the management and administration of the Research Finance Officers and services delivered to academic and departmental staff.
- Managing project closures and audit compliance.
- Investigate and resolve complex queries and provide information for Schools and external funding bodies.
- Maintain a close working relationship with the Research Development team to ensure a seamless transition and timely set up of all projects.
- The post holder reports to the Head of Research Finance, working under broad direction to enable the post holder to manage their own work and that of their team members, to achieve their agreed objectives. The role holder will play a key role as part of the Divisional leadership team in supporting the achievement of the strategic and operational goals of the University, Professional Services & their division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Research & Enterprise Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to university policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently
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4. Person Specification

ESSENTIAL CRITERIA

1. Educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the role.
2. A detailed applied and theoretical knowledge and understanding of research grants and contracts.
3. Effective management and organisational skills.
4. Well-developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood by the required audience.
5. Planning and organisational skills, including project management, with the ability to delegate to team members where appropriate.
6. Well-developed interpersonal skills with the ability to effectively influence, persuade and negotiate in area of expertise, effectively contribute to team working to build and develop working relationships.
7. Analytical skills with the ability to generate effective solutions and make effective decisions.
8. Commitment to customer excellence.
9. Effective IT Skills on MS platform.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience of working with a range of research funders, including UK charities, UKRI, Innovate UK, EU, and other international funding sources.
2. Experience of leading and managing teams.
3. Strong planning and organisational skills.
4. Excellent oral and written communication skills, with an ability to communicate complex research issues to non-specialist audiences.
5. In-depth understanding of project accounting and full economic costing, preferably within a university or research organisation.

DESIRABLE CRITERIA

1. Knowledge of the Higher Education sector.
2. Experience of Unit 4 finance system (Agresso).

