



## 1 Advertisement

**Post Title:** Research Finance and Contracts Officer

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

**Hours:** Full Time

Requests for flexible working options will be considered (subject to business need).

**Contract:** permanent

**Reference:** 8554

**Salary:** starting at £27,131 to £31,411 per annum, pro rata if part time

**Placed on:** 29 July 2022

**Closing date:** 22 August 2022 Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed

**Expected start date:** As soon as possible

Working as part of a professional Research Finance and Contracts Team, you will provide up to date and accurate information, advice and support to colleagues in the Research Finance and Contracts Team, to academics and researchers, and to other professional service staff who are key stakeholders in research projects. You will be an experienced administrator with a high level of financial literacy, developing an in-depth knowledge of finance systems used to support financial management of our research projects. You will be the first point of contact for contract enquiries, along with being involved in setting up projects including budgets, raising invoices, creating and posting journals.

To succeed in this role, you should possess excellent time management and communication skills.

Please contact Mark Raven ([m.raven@sussex.ac.uk](mailto:m.raven@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 for the post of: Research Finance and Contracts Officer

**Department:** Research & Enterprise Services

**Section/Unit/School:** Research Finance & Contracts

**Location:** Falmer House/Hybrid Working

**Grade:** Grade 5

**Responsible to:** Research Finance Manager

**Responsible for:** n/a

### Role description:

Complete regular project activities. This includes but is not limited to: create and post journals for monthly recharges, Welcome Trust quarterly claims to projects, raising invoices on the finance system and agreed budget virements when instructed by the Research Finance Officers.

Working as part of a team, to provide up to date and accurate information, advice and guidance to managers and staff at all levels on a specified range of services, procedures, or policies.

To liaise between service users and operational teams in relation to queries and requests.

Complete project set up against the project checklist. This includes, but not limited to: Loading budgets, creating key project milestones, set dates for project closure and archive.

General responsibility for the administrative support for research contracts.

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### PRINCIPAL ACCOUNTABILITIES

- Provide information, advice and guidance on the range of services and activities within the specified area
- Assess queries and potential issues, advising on solutions and linking with relevant operational teams
- Develop and maintain effective relationships to engender confidence and trust in the advice provided.

### KEY RESPONSIBILITIES

- Confidently advising line managers and staff members, using appropriate methods of communication tailored to the audience answering questions or researching



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regulations, policies, and procedures to answer more complex questions, or redirecting as appropriate, sometimes in situations where feelings may be running high.

- Provide professional administration support to the Contracts Team
- Within clear parameters to take responsibility for the contracts team email inbox.
- Developing and maintaining productive and collaborative relationships with managers, colleagues, and other service areas demonstrating professional credibility
- Develop and maintain an in-depth understanding of the area within which the role operates and the work of relevant external agencies, service providers, employers and training providers
- Researching particular areas of enquiry to ensure appropriate advice is given
- Keeping up to date information regarding developments in practices and legislation within relevant areas and sharing knowledge within the team
- Supporting senior colleagues where appropriate in educating and developing the knowledge and understanding of users about the services provided to promote self-service and self-reliance
- Where required, deliver coaching and training to develop capabilities in line with required improvements
- Producing high quality, up to date accurate information on relevant subject areas which will include, but not limited to, research contracts, award activity and associated training material.
- Maintaining and updating information systems in line with the Data Protection Act, and ensuring accurate recording of query types and suggestions ideas for improvement
- Preparing ad hoc and regular management reports on the use of the service area to aid the improvement of processes and understanding of the services provided
- Provide advice on ongoing projects and how they might affect service users
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

### Dimensions

- This role does not have any budget. line management, or equipment or premises responsibility.
- The post holder reports to the Research Finance Manager, they are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder may be 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 Division's/Unit's/School'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.

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

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Good secondary education (see role-specific criteria below).
2. Effective planning and organisational skills.
3. Well-developed interpersonal skills with the ability to quickly build rapport
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
5. Ability to work flexibly within a small team and on own initiative.
6. Competent IT skills to effectively manager own workload – MS Suite.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Good working knowledge of area of expertise
2. Good numerical skills and an understanding of accounting principles.
3. Good attention to detail when setting up projects and budgets.
4. Ability to contribute to process improvement ideas, working with colleagues to realise those ideas.
5. Experience of working with financial software to deliver their work
6. Complete project set up against the project checklist and Complete regular project activities

### **DESIRABLE CRITERIA**

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.