



1. Advert

Post Title: Research Finance Manager

Division: Research and Enterprise

Hours: Full time (37.5 hours). Requests for [flexible working](#) options will be considered (subject to business need).

(The Research Finance Team currently operates a hybrid working model)

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 21547

Salary: Starting at £37,099 to £44,263 per annum, pro rata if part time

Placed on: 11 September 2023.

Closing date: 29 September 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: As soon as possible

About the role

As Research Finance Manager, you will play a pivotal role in supporting a cluster of Senior Research Finance Officers to manage their post award research portfolios, supporting and deputising for the Senior Research Finance Manager/Senior Research Accountant Business Partner while also managing your own portfolio of projects. You will provide post award financial advice and guidance to academics and other stakeholders in the University.

About you

Ideally you will have experience of working in post award financial management in a higher education setting, with a good grounding in accounting principles, and IT and communication skills. You will need to have effective prioritisation and management skills to manage your own portfolio and support the needs of your cluster and other members of the team.

About our Division

The Research and Enterprise Division is leading developer of ideas and innovations that contributes to the Global Community. We contribute to new knowledge, ideas, and solutions. This leads to real change in the world and makes a difference in our lives. Our Strategy focuses on People, Research Strengths, Interdisciplinarity, Integrity, Grant Capture, and International Reputation. Last year alone we submitted 681 bids, received 230 awards, completed the set-up of 227 projects just to give an idea of how dynamic our Division is.

Why work here...

Our University is situated just off of the A27, next to the beautiful South Downs where you will enjoy everything that our 150-acre campus has to offer. We are easily accessible by public transport; a 5-minute walk from the train station and bus stops within the campus. We have dedicated cycling paths and encourage our staff to cycle to work with our offering of a cycle to work scheme.

Sussex is a renowned, research-led International University and this is only possible because of the people that work here. Whether you are Faculty, Student, or a member of a Professional Services Team, it's our people that make us great and we want you to be part of that.

The benefits that you will receive from day one:

- Generous pension scheme 12% total Pension Scheme(grades 1-6) 31.4% total (grades7-10)
- Life insurance of up to 3 times your annual salary for any pension-enrolled employees.
- Purchase additional Annual Leave through our Scheme for a great home and work life balance
- Discounts of public transport, Cycle to work Scheme, and special rates in hotels in Brighton and the Sussex region.
- Discounts on high-street shops through our Rewards partner, along with a Cash back Health Plan.
- Considerable discount on our on-site Gym Facilities because we care about our employees' Health and Wellbeing.

Please contact Louise Wrigley louise.wrigley@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.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. Job Description and Person Specification

Job Description for the post of: Research Finance Manager

Division: Research & Enterprise Service

Department: Research Finance

Location: Falmer House/Hybrid

Grade: Grade 7

Responsible to: Senior Research Finance Manager

Responsible for: Research Finance Officer or Assistant Research Finance Officer

Key contacts: Senior Research Accountant Business Partner, Senior Research Finance Manager, Senior Research Finance Officers, academic grant and contract holders, School Professional Service Staff, other Professional Service Divisional Staff.

Role description:

To manage the financial position of a wide-ranging grant portfolio. Main duties include:

- Ensuring awarded research projects are appropriately set up and managed over their lifetime. This will require liaising with global funders, senior academics, Finance staff within the University and external auditors. The role will also provide accurate and timely financial reporting on research project performance. The job holder will also provide ad hoc support on financial matters and systems.
- To Line manage the Research Finance Officer or Assistant Research Finance Officer, agree workloads and priorities.
- Providing guidance and support to the Senior Research Finance Officers.

PRINCIPAL ACCOUNTABILITIES

1. Manage, promote, and maintain high quality, Professional Services, engendering a culture of continuous improvement.
2. Manage the operational outputs of the team.
3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
4. Work in partnership with other key stakeholders to ensure seamless service
5. Ensure the set up of projects within the agreed number of days after handover
6. Ensure Appraisals are completed for staff on an annual basis within the agreed University timetable

KEY RESPONSIBILITIES

1. Team Management and Leadership

- 1.1 Provide management and leadership to motivate the team to achieve targets and objectives delegating according to ability
- 1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all team members
- 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 university policy and procedure, undertake day-to-day management of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities across the team to ensure the achievement of departmental 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 Plan and implement improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.
- 2.4 Maintain appropriate records and documentation commensurate with policy and procedure.
- 2.5 Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.
- 2.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

3. Policy and Procedure

- 3.1 Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.
- 3.2 Contribute to policy decisions and improvement in 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, exchange information and provide data to inform decisions as necessary, showing appropriate sensitivity when needed.

5. Details of the key responsibilities

- 5.1 Manage a portfolio as agreed with the Senior Research Finance Manager/Senior Research Accountant Business Partner.

- 5.2 Liaise with the key stakeholders in the school/schools to provide the best support for projects linked through this team.
- 5.3 Provide support and guidance to the Senior Research Finance officers in the cluster, helping to solve problems and act as team leader
- 5.4 Oversee any relevant external claims/reports/reports relating to the cluster.
- 5.5 Provide support and guidance to either the Research Finance Officer or the Research Administrator to help them develop as individuals and to help them manage workloads.
- 5.6 Be the Research Finance lead on the monthly meetings with the Accounts Payable team to ensure an understanding of any issues outstanding and to ensure these are followed up.

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

- Managing a member of staff and acting as a Team Leader for a cluster of Senior Research Finance Officers and their portfolios.
- The post holder reports to the Senior Research Finance Manager working under general direction within a clear framework the post holder will manage their own work (and possibly their direct reports) to achieve their agreed objectives. The role holder will play a key role in supporting the Divisional leadership team to achieve 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 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

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline (see role-specific criteria below).]
2. A detailed practical knowledge and understanding of specialist area.
3. Effective management skills
4. Well-developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood the 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 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. Experience using functional databases.

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 reporting expenditure to funders.
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. All aspects of Post Award Financial Management including arranging external Audits.

DESIRABLE CRITERIA

1. Knowledge of the Higher Education sector.
2. Two years' experience working in a university or similar environment.
3. Part qualified CCAB qualification (e.g. CIMA, ACCA etc) or fully qualified AAT.

