1 Advertisement

Post Title: Assistant Research Finance Officer
School/department: Research & Enterprise Services
Hours: full time or part time hours considered up to a maximum of 36.5 hours
Requests for flexible working options will be considered (subject to business need).
Contract: permanent
Reference: 9908
Salary: starting at £23,144 to £26,396 per annum, pro rata if part time
Placed on: 28 November 2022
Closing date: 20 December 2022. Applications must be received by midnight of this date.
Expected Interview date: to be confirmed
Expected start date: as soon as possible

• Working as part of a team, assisting with the provision of up to date and accurate information, advice and guidance to students, 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. Specifically, to support the Senior Research Finance officers in raising purchase orders and supporting stipend payments to students.
• To work with colleagues from Finance to monitor foreign payments.
• To manage the Research Finance mailbox.

Please contact Mark Raven 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 http://www.sussex.ac.uk/staff/research/

3. Job Description

Job Description for the post of: Assistant Research Finance Officer

Department: Research& Enterprise Services
Section/Unit/School: Research Finance
Location: Falmer House, University of Sussex Campus
Grade: 4
Responsible to: Research Finance Manager
Responsible for: N/A

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 students, line managers and staff members, using appropriate methods of communication tailored to the audience answering straightforward questions relating to regulations, policies, and procedures, sometimes in situations where feelings may be running high, or redirecting more complex questions or challenging situations to senior colleagues.
- Developing and maintaining productive and collaborative relationships with students, managers, colleagues, and other service areas demonstrating professional credibility
- Develop and maintain an understanding of the area within which the role operates
- 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.
- 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
- Providing support and guidance for the service area administration team
- 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 responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
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.

4. **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

**DESIRABLE CRITERIA**

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