

Project Officer Post Award – Research and Knowledge Exchange Service – Grade F

Job Description

Purpose

To provide efficient and flexible financial administration for post award projects, including robust and accurate financial monitoring and reporting, the completion of management information and contributing to financial services external project and research funding forecasting.

To take a pro-active role in providing a professional and customer-focused service to project leads and budget holders. Supporting and offering guidance and advice on the financial aspects of financial project deliverables, ensuring compliance with the University's Financial Regulations and external funder requirements. To complete external funder reporting and be pro-active in providing user friendly financial data to project leads and colleagues.

Duties

1. To regularly review and monitor project expenditure and income and provide advice and guidance to the project lead, in line with the funder award, and adhering to the University's Financial Regulations.
2. To respond to complex queries from project leads and budget holders.
3. To understand the research award and set-up the appropriate internal reporting/data records, to allow for the effective and robust monitoring of research projects.
4. To liaise with the funder/customer to ensure income is received in a timely manner and as per the contract award.
5. To support and contribute to the requirements of the Financial Services Quarterly Forecasting process. Providing accurate project income and expenditure data to ensure robust forecasting.
6. To complete and submit financial statements, expenditure reports and online submissions, to external funders, in line with the funder reporting requirements. To complete and submit internal reports as required by project leads, budget holders and financial services.
7. To fulfil the requirements of externally funded project audits through liaising with the project lead, funder, and where appropriate, external audit provider and to

collate the necessary evidence, whilst facilitating and coordinating the process, through to a positive outcome.

8. To support internal audit by responding to queries and requests for data in a timely manner.
9. To effectively use existing data systems to generate reports, produce financial and management information; and to present this information in an appropriate format, dependant on recipient.
10. To have an awareness of the requirements of external funders in relation to their standard terms and conditions and best practice.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of using Financial Information Systems (Application/Interview).
- Experience of providing financial analysis to both finance and non-finance managers (Application/Interview).
- Experience of liaising and resolving queries with external funders, ensuring that queries are followed up and resolved (Application/Interview).
- Experience of providing timely, accurate and relevant management information (Application/Interview).
- Experience of project administration (Application/Interview).
- Undergraduate degree in a relevant discipline or equivalent experiential learning (Application).
- Excellent IT skills (including MS Office) and experience of designing and using spreadsheets and database tools to analyse financial data (Application/Interview).
- Highly numerate with excellent attention to detail with a strong understanding of financial regulations and compliance standards (Application/Interview).
- Ability to monitor expenditure against budgets and provide regular and relevant reports to stakeholders (Application/Interview).
- Knowledge of accounting principles and financial reporting formats (Application/Interview).
- Able to communicate effectively with colleagues across the University, both written and verbal (Application/Interview).

- Ability to prioritise tasks effectively within a changing environment managing multiple deadlines, with the ability to work well within a team and on own initiative (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Qualified or working toward a professional accountancy qualification (Application).
- Experience of working in a Higher Education (HE) environment and knowledge of current issues in HE, particularly those affecting funding (Application/Interview).
- Experience of submitting financial claims to external funders (Application/Interview).
- Experience of disciplined management accounting and forecasting processes (Application/Interview).
- A financial or project management qualification (Application).
- Experience of U4 Business World financial system (Application/Interview)