

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF32607
<b>Post Title:</b>	Research Accountant
<b>Grade:</b>	Grade 6
<b>School/Department:</b>	Finance
<b>Reports to:</b>	Research Accounts Team Leader
<b>Responsible for:</b>	Indirect supervision of the Research Accounting Assistants

## Purpose

A member of the Research Project Accounting Team with responsibility for the post award financial management and administration of research and other externally funded grants and contracts. The post holder provides an effective and efficient support function on all research accounting matters for a portfolio of Schools.

## Main duties and responsibilities

- Overall responsibility for the financial management and accounting of all research and similar projects from the acceptance of the award, through to receipt of final monies and closure.
- Assist the Finance Planning and Strategy team with data for the preparation of budgets for projects and similar activities in line with the funding awarded
- Responsibility for the Financial Management of all projects, including authorization of posts, monitoring spend against budget and seeking explanations for significant variances
- Analyse all spend to date costs to ensure they are in accordance with the research project brief and examine all variances, determine their reason and take corrective action as appropriate, advising the PI of such actions and what steps need to be taken going forward
- Ensuring all invoices and statements are raised in a timely manner and comply with funder terms and conditions
- Organise project audit documentation and, where applicable, liaise with and satisfy external funding auditors to ensure all projects successfully pass any audit or examination with no clawback of funds or similar sanction
- Liaise with external funding agencies especially EU and research councils and similar bodies to ensure all projects are being delivered in accordance with their requirements
- Ensure research projects are accounted for correctly and standing data is up to date at all times
- Meet with, provide and explain timely information and advice on research accounting matters to Principal Investigators (PIs), School Administrators and Heads of School in particular on forecast outcome
- Ensure PIs are fully briefed and up to date on the financial position of their projects
- Ensure PIs have a working understanding of the research accounting concepts and, where necessary, provide the relevant training to them to ensure this is so
- Ensure all work done supports and enhances the strategic goals of the University especially as regards research income generation and performance and provide guidance and expertise to assist in the achievement of those goals
- Attend regular Finance meetings with Heads of School or similar colleagues on research accounting matters and provide overviews of performance
- Prepare and provide financial statements and reports to Schools, sponsors, funders and grantors and any other authorized users in line with their requirements and the funding agreements

- Ensure all projects comply with the University's Financial Regulations and procedures, as well as the rules and requirements of the sponsor
- Challenge existing processes and procedures and suggest improvements on an ongoing basis
- Assist the Research Accounts Team Leader in providing adequate training and guidance to the Research Accounting Assistants
- Support research colleagues as necessary, providing financial guidance and expertise where appropriate
- Ensure best practice is shared with team colleagues and attend University research groups where necessary
- Attend HE sector research related group meetings especially those organized by Office of Students and BUFDG; where required represent the team as the group's representative and ensure knowledge and outcomes is fed back to colleagues
- Represent the team where required in the absence of the Research Accounts Team Leader

### **General**

- Acquire detailed knowledge on the range of funding agencies and in particular their policies and procedures relating to financial matters.
- Any other duties as required from time to time.

### **Supervision received**

This post reports to the Research Accounts Team Leader.

### **Supervision given**

The Research Accountant has indirect line management responsibilities for the Research Accounting Assistants.

### **Contact**

The post holder will have day to day contact with academics, finance administrators, Heads of School and award holders in the Schools for which he or she is responsible. They will also work closely and have direct contact with external sponsors including research council and EU representatives and auditors. They will liaise with Business Development Managers and Contracts Managers throughout the grant application process and will also work closely with the Finance Planning & Strategy Team.

### **Terms and conditions**

This is a full-time post, working 35 hours per week.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

### **Date assessed:**

# PERSON SPECIFICATION

Job Title	School/Department
Research Accountant	Finance

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Attention to detail</li> <li>• Ability to interact effectively at all levels within the University and externally</li> <li>• Ability to apply rules and regulations to issues</li> <li>• Competent IT skills including Excel</li> <li>• Strong organisational skills</li> <li>• High level of numeracy</li> </ul>	
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Educated to at least A-level standard or equivalent</li> <li>• AAT/professional accountancy qualification</li> </ul>	<ul style="list-style-type: none"> <li>• CCAB qualified</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good accounting knowledge</li> </ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a financial environment</li> <li>• Experience of working with external funding terms and conditions</li> <li>• Experience of using financial systems</li> <li>• Experience of reconciling data from a variety of sources</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of financial/management accounts work in a higher education, a public sector body or a charitable institution</li> <li>• Experience using Agresso or equivalent financial system</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Prioritise and progress a varied workload and work under pressure to meet tight deadlines</li> <li>• Work unsupervised and as part of a team</li> <li>• Be customer-focussed</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Be self-motivated and able to take initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Good team player</li> </ul>

Completed by: Aanisah Ehsan, Research Accounts Team Leader	Date: May 2020
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