**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Centre for Digital Creativity Finance Officer</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Media Arts / Centre for Digital Creativity</td>
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<tr>
<td>Grade:</td>
<td>6</td>
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<tr>
<td>Accountable to:</td>
<td>StoryFutures Manager</td>
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<td>Accountable for:</td>
<td>The accurate and efficient financial operation of Centre for Digital Creativity programme of works</td>
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**Purpose of the Post**

The role sits within the Media Arts Department as part of the new Centre for Digital Creativity (CDC), which brings together Media, Computer Science, Drama, Psychology, Management and Electronic Engineering. The role is specifically attached to the StoryFutures projects within the CDC that link cutting-edge research and teaching within the College with high profile creative industries partners. StoryFutures is an R&D base for screen industries to meet the challenge of next-generation storytelling, producing compelling content for emerging creative technologies.

The post has financial responsibility for a portfolio of large externally funded research awards, working closely with creative industry partners and the National Film & Television School’s development of a new Centre for Immersive Storytelling. The post holder will lead in the management of key day-to-day post-award financial and related administrative activities for those awards, applying a detailed and expert knowledge and understanding of award policies, procedures and processes, and delivering a consistent and visible support to the Principal Investigators, academics, creative industry and other external partners. As such the post holder must display very good communication skills with the ability to liaise with diverse stakeholders.

The post holder will be primarily responsible for ensuring that work within the CDC conforms to RHUL and funder requirements.

**Key Tasks**

- Manage a portfolio of research awards for the CDC, ensuring compliance with: accounting principles; RHUL financial regulations, policies and procedures; sponsor terms and conditions and deadlines.
- Check contracts received are accurate and complete for financial information. Ensure any non-financial terms and conditions which affect payment are highlighted to and resolved by the legal team. Provide financial information to the legal team when drafting new collaboration agreements and contracts with project partners and suppliers and work with Research Finance Office to ensure that the financial terms of all contracts are compatible with funder requirements.
• Provide basic financial risk management assessment of external partners who may be recipients of grant funding via RHUL and ensure that their reporting abilities can comply with funder requirements.

• Manage finance timelines and conditions on external partners receiving monies from Centre of Digital Creativity projects, establishing and monitoring 'early warning' systems for fulfilment of conditions. Ensure Project Spend, Outputs and Milestone meet contractual requirements. Where appropriate, track payments to partners and reported expenditure to ensure smooth cashflow, and share this information with Research Finance Office (who are responsible for financial reporting to the funders).

• Attend and contribute to finance meetings for grants within Centre for Digital Creativity.

• Maintain day-to-day financial control of research grants including the, regular review of RHUL expenditure, consolidation of RHUL and partners’ expenditure reports, monitoring of overall expenditure against budget, investigation of significant variances, and restructuring of budgets when required.

• Contribute to quarterly financial reports to funders by reviewing RHUL spend and allocating costs to funder reporting categories, and by collating expenditure reports from partners and other parties. Work with Research Finance Office to produce quarterly (and other) financial reports for CDC funders from this information.

• Analyse RHUL financial activity in terms of the staff working on the project team and work with their Department Managers to calculate an appropriate share of overheads received at the end of each financial year.

• Be responsible for day-to-day financial administration for the RHUL project team: completing internal financial procedures for travel claims and staff salary requests, setting up suppliers, tendering for and requisitioning goods and services, coding invoices, raising correction journals, etc.

• Ensure financial planning takes place on a regular basis so that staff requests and the procurement of goods and services are managed proactively and are fully compliant with RHUL procedures.

• Verify expenditure is allocated to the correct project: resolving coding queries from Payroll and Accounts Payable teams; ensuring ineligible costs are removed; verifying that payroll charges follow the expected pattern for starters, leavers and other changes; investigating and resolving queries on expenditure.

• Ensure project financial records are maintained to an auditable standard.

• Liaise with external organisations, partners, PIs and administrative staff to ensure timely and accurate financial information is supplied both internally and externally, and in particular to work with colleagues in Estates, Procurement, Finance and Research Finance to ensure that quarterly financial reporting to the funder is accurate and timely.

• Provide advice on the financial aspects of research grants and College processes to PIs to ensure that projects are set up swiftly and administered efficiently.

• Maintain up to date knowledge of funder’s rules, for example with regard to starting and finishing grants, eligible expenses, equipment funding rules.
- Any other duties that may reasonably be required.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager. The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:
- StoryFutures partner organisations
- Funding bodies
- SMEs that participate in Story Lab and network building events
- Policy makers
- Local Economic Partnership bodies.
- Commercial and public funding organisations
- Suppliers and venues for events
- Colleagues at RHUL, particularly in Media Arts, Estates, HR, Finance, Research Finance, Research & Enterprise Departments