**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Research Finance Administrator</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Finance</td>
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<tr>
<td>Grade:</td>
<td>RHUL 5</td>
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<tr>
<td>Accountable to:</td>
<td>Research Finance Officer</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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**Purpose of the Post**

To be responsible for a portfolio of externally funded research awards and studentships, including some with the additional challenges that face developing countries, and to manage the post-award financial and administrative activities for those awards. To apply a detailed and expert knowledge and understanding of award policies, procedures and processes, in order to deliver a consistent and visible support to the Principal Investigators and their collaborating partners in the UK and overseas. This is a full-time permanent role.

**Key Tasks**

1. Manage a portfolio of research awards and studentships for a range of funding bodies ensuring compliance with: accounting principles; RHUL financial regulations, policies and procedures; sponsor terms and conditions and deadlines.

2. Check contracts received are accurate and complete for financial information. Ensure any non-financial terms and conditions which affect payment are highlighted and understood. Ensure any queries with contracts are resolved by the legal team.

3. Check and approve staff requisitions for new appointments and contract extensions in accordance with award terms and conditions. Check salary calculations including provision for increments, National Insurance, Superannuation and inflation. Ensure that there are sufficient funds and project duration for the requested appointment. Maintain costing allocations to ensure correct allocation of staff time to grants.

4. Maintain financial control on research projects including: the set-up of project codes; allocation and updating of budgets; overhead calculations; monitoring of expenditure against budget, reconciliation and reporting of expenditure, producing claims and final statements and raising invoices to funders and/or customers where required.

5. Provide post-award project management support on research projects including set up and maintenance of project files, preparing formal acceptance and starting certificates, notifications to researchers and funders, project transfers, monitoring financial reporting requirements and project changes. Verify that these comply with funder terms and conditions and retention requirements.
6. Monitor budgets, income and expenditure on research projects and identify any significant variances. Resolve differences and avoid financial problems through meeting with and advise Principal Investigators (PI’s) of larger projects on a regular basis and with all PI’s as required.

7. Provide advice and support to Academic Departments (including PI’s) on the post award financial administration of research grants and University processes.

8. Create, review and maintain journals relating to Full Economic costing of projects e.g. Calculation of PI time, Overhead, Estates and Indirect cost charges.

9. 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.

10. Take responsibility for pursuing outstanding payments on un-invoiced income from funders. Liaise with Credit Control on income collection for invoiced income.

11. Provide guidance advice and support to researchers, academic departments and R&E colleagues on project proposals and resourcing, undertaking checks of project costings for completeness and reasonableness, re-costing projects on award and advising Principal Investigators (PIs) of significant funding variations.

12. Take the lead with collaborative partners (where RHUL is lead partner) ensuring that they comply with financial requirements of the grant so that timely and accurate reporting takes place. Raising collaborative payment requests and checking invoices from partners.

13. Plan, arrange and manage project audits for the portfolio as required. Timely and accurate provision of information to internal and external auditors, as required.

14. Maintain up to date knowledge of funders’ rules, for example with regard to starting and finishing grants, eligible expenses and equipment funding rules. Where rule changes occur highlight the potential procedural changes required and any impact on the organisation. Identify areas which need improvement and suggest suitable improvements.

15. To provide cover within the Research Finance team as required.

16. Any other duties that may reasonably be required.

**Relationships**

The post holder reports to one of the Research Finance Officers and is expected to conduct day-to-day matters with a minimum of supervision.

There is regular contact with all levels of staff within the College and with external sponsors.

There may need to be a rebalancing of workload between research funders as the needs of the College change, so the above job profile, duties and location of the role within the College will be adjusted accordingly.

**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.