## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Research Finance</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Research Finance Administrative Assistant</td>
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<tr>
<td>Job type</td>
<td>Casual</td>
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<tr>
<td>Grade:</td>
<td>4</td>
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<tr>
<td>Accountable to:</td>
<td>Research Finance Administrator</td>
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<tr>
<td>Accountable for:</td>
<td>Extracting data from Agresso for financial audits and supplementing with additional information where needed</td>
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</tbody>
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### Purpose of the Post

To provide immediate temporary support (3 months) to the Research Finance team in the preparation of a portfolio of research grants for financial audit. 20+ research grants, worth over £13M, are scheduled for audit this year and 9 of these require interim or final audits to be initiated immediately.

Audit preparation work requires a good understanding of a range of financial processes, an appreciation of audit requirements and knowledge of how data should be presented for auditors. The role holder will take part in the initial stage of the audit, when full documentary evidence for a sample of transactions must be provided (typically, 200+ transactions per sample).

The role holder will be expected to work independently and problem solve: finding and extracting the data that is available online, identifying any discrepancies and deficiencies, determining how they can be resolved and following up accordingly with appropriate stakeholders.

The role holder will require a methodical, analytical approach, the ability to pay meticulous attention to detail, and excellent communication skills (to explain audit requirements and processes to non-specialists).

### Key Tasks

1. From a transaction sample listing (in Excel format) provided by financial auditors, use Agresso Client to search for and extract copies of supplier invoices, travel & expenses claims, credit card purchases, journals, internal costs, income payments, collaborator payments.
2. Review the available information against project records, college financial regulations and the funder's own audit standards, and decide whether it is adequate for audit purposes.
3. In cases where the documentary evidence available in Agresso is inadequate or non-existent, determine what additional information is required to meet audit standards. Follow up with an appropriate stakeholder (Principal Investigator or Department Administrator or Stores Manager or School Manager) to request and obtain the missing information (original documents, subcontract agreements, evidence of procurement, evidence for charges, clarification of relevance of costs to project, clarification of basis for allocating cost to project).

4. Ensure all documents are indexed and saved in an appropriate format so that auditors can cross-reference sample transactions to the evidence supplied.

**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:

- Members of the Research Finance team; Principle Investigators of research grant projects; Department Administrators; Stores Manager; School Manager