



JOB DESCRIPTION

Job Title:	Grants and Contracts Accountant – Arts/Social Sciences
Department / Unit:	Finance
Job type	Full time, permanent
Grade:	8
Accountable to:	School Finance Business Partner
Accountable for:	Grants and Contracts Officers , Studentship Officer
Purpose of the Post	
<p>The Grants and Contracts Accountant provides the post award financial management of the College’s portfolio of grants (including research, consultancy and knowledge exchange) and externally funded postgraduate research studentships. The role will develop positive professional relationships and act as a trusted partner and advisor for stakeholders at all levels.</p> <p>The Grants and Contracts Accountant will work in partnership with Principal Investigators (PIs), key stakeholders across the College, and Finance to ensure that awards are managed effectively within the College’s policies and financial regulation as well as within the terms of contracts. Operating as a post award financial expert, the role will advise, guide and support colleagues through the award lifetime including leading external audits.</p>	
Key Tasks	
<p><u>Partnering</u></p> <ul style="list-style-type: none"> • Partner with PIs, Heads of Schools and Directors of Research to ensure they are fully equipped to understand their award financial positions, risks and mitigations, and funder terms and conditions. • Partner with Research & Innovation to provide seamless advice & support which may extend to providing expert advice at the pre-award stage and review of contracts. • Partner with the legal team to ensure contracts are accurate and complete for financial information. • Understand, anticipate and diagnose underlying issues and work with stakeholders to resolve. • Attend School and College committee meetings or steering groups as appropriate. • To take positive proactive measures to influence decision making and ensure best value for money for grants through effective partnership working. • Partner and collaborate with colleagues across Finance to shape solutions and deliver a high value service to customers. • Challenge prevailing opinion and current ways of working. 	

Financial Management

- Ensure grants are reviewed regularly and issues followed up with the PI and School Finance Business Partner.
- Ensure financial statements and claims are reviewed and submitted to the funder on a timely basis.
- Ensure studentship payments are reviewed and paid to students on a timely basis.
- Where appropriate assist PIs with costings and forecasting.
- Support the School Finance Business Partner with the budgeting and forecasting process.
- To manage the year end cycle for all grants and scholarship activities.
- Instil a culture of good financial management within grant holders, including the provision of training and advice to them.
- Ensure budget holders receive excellent and timely reports.

Analysis

- Provision of analysis to committees including research income and overhead recovery.
- Download, interpret and manipulate systems-based financial data for internal and external customers.
- Accurately calculate and transfer overheads, indirect and estates costs to Schools using the appropriate methodology.

Systems and Compliance

- Active role in designing, implementing, and adopting of College wide technological improvements in reporting to ensure full value from our systems is achieved.
- Development of the framework of controls, systems and procedures within areas supported to increase efficiency and to comply with the College financial regulations, standards, and guidelines.
- Ensure funder terms and conditions are adhered to and audits are managed effectively.

Team Management

- Manage and develop the post award team.
- Ensure processes are under constant review to ensure they are aligned with changes in funder guidance and as efficiently as they can be through use of technology.
- Foster a proactive solution based service to stakeholders whilst operating within the College's financial framework, funder guidance and within the HE SORP.

Other Duties

- Undertake Continuing Professional Development and maintain a high degree of awareness of issues affecting the HE sector, in particular in relation to accounting practices and funder guidelines.

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 their 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:

Other Finance team members including procurement
Heads of School, Directors of Research, School Managers, Pls
Research & Innovation
Human Resources
Legal
Funders
External auditors
External peer groups (e.g. BUFDG, ARMA)

PERSON SPECIFICATION



Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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Department: Finance

	Essential	Desirable	Tested by (App Form, Interview, Test)
Knowledge, Education, Qualifications and Training			
High standard of education to degree level or equivalent experience with evidence of continued professional development.	X		App Form
CCAB fully qualified accountant with significant post qualification experience, preferably including the Higher Education sector.		X	App Form
Significant knowledge of managing research grants and contracts in Higher Education.	X		App Form/Interview
Skills and Abilities			
Excellent IT skills.	X		App Form/Interview
Good interpersonal skills, strong communicator who is comfortable working autonomously or as part of a team.	X		App Form/Interview
Ability to work under time pressure and prioritise workload.	X		App Form/Interview
Excellent accountancy and analytical skills.	X		App Form/Interview
Excellent attention to detail with an organised methodical approach.	X		Interview
Personal presence, authority and impact to positively influence people at all levels of the organisation, with a particular focus on the impact on student and staff experience, and outcomes for the customer.	X		Interview
Awareness of the context they operate in and takes into account the implications of all key decisions.	X		Interview
Experience			
Experience of leading a team delivering an operational service including proven ability to manage in an effective and empowering way.	X		App Form/Interview
Experience of reviewing and managing contracts in Higher Education.	X		App Form/Interview
Experience of attending senior committee and meetings.		X	App Form/Interview
Other requirements			
Committed to personal and team development.	X		App Form/Interview
Self-motivated and solution orientated approach to problem, with open mind and positive attitude.	X		Interview