Job Title: European Projects Financial Manager

Department: Finance
Section: Research Grants
Line Manager: Research Administration Manager

**Job Purpose**

Provide financial management guidance, advice and support to academic colleagues’ co-ordinating European Commission Framework 6 and European Regional Development Funds projects.

Support strategic, tactical and operational plans to: transform the financial management of major projects; enhance the quality and benefit of local administrative support; and increase the recovery of the direct and indirect costs of research.

Attend, on behalf of the University planning meetings with the EC relating to Framework 7 and provide input and guidance to academic colleagues’ on the likely impact of Framework 7 on the University.

**Main Responsibilities**

Assist Principal Investigators with the financial management of the FP6 projects so that the core reporting requirements to the European Commission are met. 10%

Provide proactive timely and accurate advice, guidance and support to College, School and Support staff to maximise the recovery of direct and indirect costs. 15%

Monitor currency fluctuations on non-sterling awards and actively manage the implications of these in conjunction with the Research Administration Manager and the Assistant Director of Finance. 5%

Sign, on behalf of the University, award acceptances, claims and related financial statements to meet the EC requirements. 20%

Identify potential or actual risks (financial or otherwise) arising on awards and take all reasonable steps to minimise or eliminate the risk in all dealings with the European Commission, project partners and sub-contractors. 20%

Contribute to the development and implementation of appropriate policies and procedures for the efficient and effective operation of the Section and for the research community within the University as a whole. 10%

Represent the University administration at key financial meetings with the European Commission and consortium partners. 20%

**Planning and Organisation**

Plan the FP6 claims timetable for each grants officer each month.
Organise the appropriate audits required on an annual basis on each award by liaising directly with the University’s external auditors, KPMG.

Organise and undertake formal presentations to College, School and support staff to educate and disseminate information.

**Problem Solving**

Facilitate discussions with European Commission Finance Officers to negotiate deadline extensions for document submission.

Assist School and College staff to interpret contract conditions and ensure the maximum return of direct and indirect costs for the University.

**Decision Making**

Advise Principal Investigators and other partners on the most appropriate costs allowable under the regulations of a specific contract.

Monitor currency fluctuations and, in conjunction with the Assistant Director of Finance, decide on the most beneficial time to convert currency to sterling.

**Key Contacts/Relationships**

Work closely with ERI European Office and Legal Department in respect of potential contracts and issues arising at pre and post award stage.

Liaise with Research Administration Manager and Assistant Director of Finance on matters relating to policy and procedure.

Communicate regularly with external auditors, KMPG, and with external partners to ensure audits are completed timely and in the correct format.

**Knowledge, Skills and Experience Required**

Must have an accounting qualification, HNC or above, together with a sound understanding of financial controls gained from 5 years plus experience of working with strict deadlines and strong financial controls and regulations.

Experience of working within a project based environment together with the ability to give presentations and influence people to meet targets is essential.

Excellent analytical skills including the ability to make risk assessments are essential.

Experience dealing with audit requirements would be beneficial.

**Dimensions**

No direct report at this time but guidance to 12 grant officers in respect of European Awards is expected.

Provide budgetary information and complex contract advice to schools (est. 15) and PI’s (est. 15) with EC awards with a total value of circa. €50M.
Job Context

This post represents the University at key European meetings, and puts forward ideas and suggestions to the Commission both for the current Framework regulations and future Frameworks. It is a key post with a high degree of financial responsibility.