JOB DESCRIPTION 019G

Job Title: Research Administration Manager

Department: Finance

Section: Research Grants

Line Manager: Assistant Director of Finance

Job Purpose

Manage the post award administration of all externally funded research projects to ensure compliance with sponsors’ regulations and Research Governance.

Identify and undertake strategic policy decisions on behalf of the Research Grants Section in conjunction with the Assistant Director of Finance.

Main Responsibilities

Ensure proactive and accurate advice, guidance and support in relation to the ongoing financial and risk administration and management of research projects to Heads of College, College Accountants, Heads of School and School Administrators. 10%

Provide technical accounting support in respect of major or complex projects, including producing financial and management accounts, advising and producing forecasts and spend profiles, attending management board meetings and actively arranging and managing project audits. 20%

Undertake formal presentations and visits to Schools to educate academic and academic support staff and to disseminate relevant research information. 5%

Review and identify potential post-award issues on new awards, particularly for procurement issues, capital expenditure and refurbishment. Liaise with appropriate departments, e.g. procurement, Estates and Buildings, where necessary. 10%

Identify potential or actual risks (financial or reputational) arising on awards and take all reasonable and appropriate steps to mitigate or eliminate the risk with the Principal Investigator, external sponsors, partners and sub-contractors. 15%

Actively manage and motivate staff within the Research Grants Section. Facilitate the solving of complex problems, including the interpretation of contract conditions, maintain a clear oversight of staff workload, priorities and specific tasks, conduct regular appraisals and advise staff on complex accounting and technical issues, e.g. VAT. 20%

Develop and implement appropriate policies and procedures for the effective operation of the Research Grants Section. 10%

Participate in conjunction with the Assistant Director of Finance, in strategic and budgetary reviews of the section and provide input and recommendations with respect to structure, resource requirements and supporting system requirements. 10%
**Planning and Organisation**

Assess and plan resource required in the Section in the short, medium and long term.

Plan large projects and tasks within the Section, including allocating time and resource required to complete the project.

**Problem Solving**

Assist PI’s, School Administrators and other University staff with complex problems on research projects, e.g. assist with developing a methodology for charging large facility costs to specific research projects, and ensure the method is acceptable to the sponsor.

Liaise directly with external sponsors on behalf of PI’s to clarify regulations and make a case for non-standard costs to be accepted.

**Decision Making**

Decides on staff recruitment to the section and, in conjunction with the Assistant Director of Finance, decides on the resource requirements within the Section.

Prioritises tasks for other staff and decides on the resource required for each task.

**Key Contacts/Relationships**

Interact internally with Heads of Schools, College Accountants, Principal Investigators and other key School staff. Additionally work closely with head of Proposal Administration and the Head of Legal Services within ERI.

Communicate regularly on matters of policy with senior staff in external sponsor organisations, academic and administrative staff within other HEI’s and Research staff within overseas collaborators.

**Knowledge, Skills and Experience Required**

Must be part or fully qualified accountant (A relevant degree would also be acceptable).

Must have the ability to manage resources and workload, plus have excellent planning and analytical skills, including the ability to identify and manage risks.

Must be able to identify, propose and implement change.

At least five years experience of working with strict deadlines and strong financial controls is essential together with first class management skills and training.

The ability to communicate effectively both internally and externally is essential, including making presentations.

Experience accounting for and managing foreign exchange and creating procedures and policies would be advantageous.

A logical, focused, forward thinking individual with a positive, open-minded, enthusiastic and determined attitude is essential.
**Dimensions**

Line Manager for 7 clerical and 1 administrative staff with a further 7 clerical indirect reports.

Monitor annual research budgets in excess of £50M for around 1,300 research awards, 400 Principal Investigators and 250 different sponsors.

**Job Context**

Research awards from sponsors is a constantly changing and evolving field, in recent years sponsors have demanded greater internal controls at HEI’s resulting in new procedures and policies being required. As recently as September 2005 our largest sponsors have asked the Universities amend how we apply for research awards, which has meant a massive undertaking from Universities in how they account for research expenditure, this change process will be on going for some years and will require close management to ensure all internal and external reporting requirements are being satisfied.