

Job Description

Research Finance Officer

Finance

Directorate of Finance, Planning & Performance



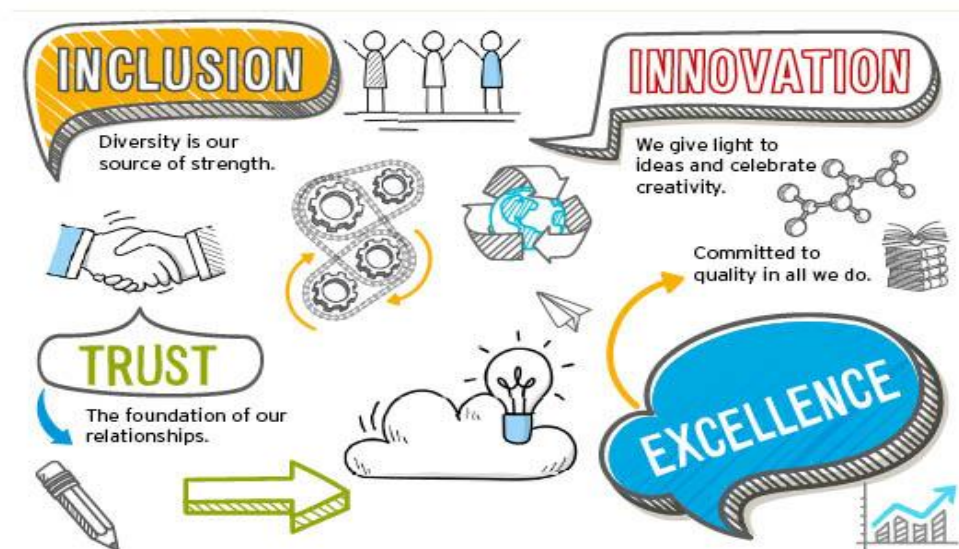
Brief summary of the role

Role title:	Research Finance Officer
Grade:	5
Faculty or Directorate:	Directorate of Finance, Planning & Performance
Service or Department:	Finance
Location:	Main campus
Reports to:	Assistant Research Finance Business Partner
Responsible for:	N/A
Work pattern:	Full time, standard hours

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	• Level 2 qualification, including English and Mathematics, or equivalent experience
Desirable	• AAT qualified. • Part qualified accountant.

Experience, skills, and knowledge

Essential	• Experience of working in a financial environment, performing activities that require a high level of numeracy and financial literacy. • Knowledge of and ability to interpret funder terms and conditions. • Ability to utilise Windows-based software applications, i.e. Word, Excel, Outlook and Teams. • Ability to communicate effectively with a wide range of colleagues, including academic, administrative, financial, and non-financial staff, both within and outside the University. • Experience in working with financial systems • Knowledge of general ledger systems.
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	• High standard of numeracy and accuracy. • Good problem-solving skills. • Ability to manage and prioritise own workload.
Desirable	• Experience in working in research administration.

Personal attributes

Essential	• Be a proactive team player. • Attention to detail. • Ability to work under tight and often conflicting deadlines, prioritising tasks accordingly. • Tact, confidentiality, and discretion. • Commitment to own personal and continuous professional development. • Be able to work on own initiative.
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Main purpose of the role

Working closely with academics and project administrators in the faculties and Institutes, the Research Finance Officer is responsible for the day-to-day financial management of a large portfolio of research and consultancy projects.

Reporting to the Assistant Finance Research Business Partner, this is a busy and varied role that involves preparing financial reports for funders; monitoring income from funders; raising supplier invoices; submitting funder claims on various portals; preparing for grant audits; approving high-value financial transactions; providing guidance on funder terms and conditions; and delivering a prompt and effective service to academic and professional services staff within faculties.

The role will need to develop and maintain expertise in funding body terms and conditions, while combining proficiency in post-award grant administration, financial reporting, research management systems, and processes. The role will collaborate with other finance colleagues to ensure the University's policies and procedures are followed and provide support for financial reporting and audits.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

1. Responsible for the day-to-day financial administration of a large project portfolio, ensuring compliance with funder requirements and University policies.
2. Prepare financial claims to specific deadlines, ensuring compliance with sponsor requirements and maintaining a proper audit trail to source documents.
3. Set up projects in T1 on a Product Lifecycle Management (PLM) and phase allocated budgets using the full cost and funding awarded.
4. Review the funding available for staff appointments on projects and provide comments on Research and Scholarship Allowances (RSA's) accordingly.
5. Gathering the necessary documentation for claims, including timesheets, invoices, and receipts where needed.
6. Proactively oversee projects by conducting regular reviews and ensuring processes are completed on schedule.

7. Develop specialist expertise and knowledge in research funding administration.
8. Keep abreast of developments in the external research environment, including funders' policies and changes to reporting terms and conditions.
9. Liaise with internal and external auditors, including providing supporting documentation as required.
10. Interrogation of the nominal ledger system to analyse variances between actual results and budgets, and investigating anomalies, correcting transaction postings and posting monthly and quarterly journals.
11. Assisting budget holders with preparing financial forecasts, budgets, and funder submissions to ensure their funding is managed appropriately.
12. Work alongside other finance colleagues to ensure a number of financial processes are completed on a timely basis, including payments and balance sheet reconciliations.
13. Respond to queries and produce ad-hoc reports and analysis as and when required.
14. Contribute to the design and delivery of learning and development events, briefings, and seminars on a range of finance issues in collaboration with other colleagues.
15. Communicate Financial Regulations, policy, procedures and grant award conditions to budget holders.
16. Collaborate with other teams in Management Accounting to recommend ongoing enhancements to the reporting system and performance measurement tools throughout the University.
17. Handle regular, everyday enquiries by phone, email, and in person in a courteous, confident, and efficient manner, while upholding confidentiality where needed.
18. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.