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## Job description and selection criteria

<b>Job title</b>	<b>Finance Administrator – Research Post-Award</b>
<b>Division</b>	<b>Social Sciences</b>
<b>School</b>	<b>Oxford School of Global and Area Studies (OSGA)</b>
<b>Grade</b>	<b>Grade 5</b>
<b>Hours</b>	<b>18.25 (0.5 FTE)</b>
<b>Contract type</b>	<b>Permanent</b>
<b>Responsible to</b>	<b>Finance Manager</b>
<b>Recruitment ID</b>	<b>140022</b>

### Job description

#### Overview of the role

The Finance Administrator holds a key supporting role in the administrative structure of the Finance team in OSGA. Reporting to the Finance Manager, the post holder is responsible for the day-to-day running of the School's project administration (post-award), working within the University's financial and personnel regulations and statutory legislation as appropriate.

The post holder is also responsible for providing professional, pro-active administrative support to all members of the School, particularly Principal Investigators (PIs) who have been awarded funding, as well as assisting with CUREC and Risk Assessment administration.

The post holder will work as part of a small finance team, supporting and covering for colleagues as appropriate.

#### Responsibilities/duties

##### Project administration

- Support the administration of research projects to ensure they operate in line with funder terms and conditions and University regulations, that expenditure is appropriate, and that proper records are kept.

- Act as the School's first point of contact in respect of all post-award matters and, in liaison with Research Accounts, coordinate project reporting. This includes preparing financial reports for sponsors, PIs and other parties as required, in liaison with the Finance Manager as necessary, and monitoring expenditure on externally-funded research projects, reviewing against budget and highlighting any issues with PIs and other related parties.
- Produce monthly reports for PIs and administrators on active grants, liaising with the Finance Manager as required. This includes reviewing monthly balances on research pre-award and suspense accounts, and clearing these as appropriate.
- Liaise with the University's Research Accounts team in answering queries relating to externally funded research grants held within the School, and take appropriate action when required.
- Advise PIs on the eligibility of expenditure within the terms of their individual research grants.
- Respond to queries from research staff in the department or from central teams.
- Develop further services to support research staff across the department.
- Liaise with School Research Facilitator to ensure smooth handover from pre to post award.

#### **Other duties**

- Develop a detailed understanding of the Financial Regulations and guidelines set out by the University and funders, perform duties in line with the Financial Regulations and proactively encourage staff to adhere to the regulations.
- Cover basic day-to-day finance duties in the absence of the School Finance and Safety Officer.
- Provide assistance with processing CUREC and Risk Assessments at key points during the year.
- Any other duties commensurate with the grade as may be required by the Finance Manager and Head of Administration and Finance.

## **Selection criteria**

### **Essential**

1. Educated to GCSE standard or equivalent
2. Previous experience of working in financial administration
3. Demonstrably good numeracy, accuracy and attention to detail
4. Excellent interpersonal skills and the ability to work effectively and tactfully with a wide range of people
5. Excellent written and verbal communication skills for high quality, accurate, independent work with little supervision
6. Good IT skills including the ability to use Microsoft Office software (Outlook, Word, and Excel)
7. Proactive, self-motivated and able to organise own workload and work to deadlines
8. Ability to work as a member of an administration team that is based in different buildings, and a willingness to support colleagues where appropriate

### **Desirable**

1. Experience of working in University or other public sector environment
2. Experience of using CUREC and risk assessment administration
3. Experience of working with financial/database systems