

JOB TITLE: RESEARCH FINANCE ADMINISTRATOR

REPORTS TO: SENIOR GRANTS FACILITATOR

Background

Since 1990, Cambridge Judge Business School (CJBS) has forged a reputation as a centre of rigorous thinking and high-impact transformative education, situated within one of the world's most prestigious research universities, and in the heart of the Cambridge Cluster, the most successful technology entrepreneurship cluster in Europe.

CJBS has a world-class faculty of around 74 members, representing all continents, whose research interests span the globe and the full spectrum of business issues. Many are leaders in their field, directing cutting-edge research and consulting for businesses and government. As a fully integrated department of one of the most prestigious universities in the world, CJBS is able to host one of the largest concentrations of interdisciplinary business and management research activity in Europe.

Led by the Research Manager under the overall direction of the academic Director of Research, the Business Schools' research support team of seven facilitates academic events/travel, grants/funding, publications, collaborations/visitors, ethics, behavioural experiments, and practitioner engagement.

The role

Working within the Research Support team, the role holder will support the Senior Grants Facilitator in the smooth running of the department's externally funded grants. In this position, they will administer financial transactions against the department's 20-25 active research grants, including collating data for financial reporting to auditors and/or funders. Where necessary, they will liaise with CJBS Finance and HR offices, as well as the University's Research Operations Office. They will also support Principal Investigators (PIs) in administering timesheets, periodic reporting and funder milestones, and will maintain grant records, including GDPR compliance.

Main responsibilities

- To support faculty in the administration of financial transactions, resolving queries and issues, timely compliance with periodic reporting and other deliverables, while ensuring compliance with funder and University terms and conditions (T&C).
- To support the work of the Senior Grants Facilitator and the wider research support team in maintaining clear and comprehensive internal records, ensuring GDPR compliance and accurate sources of data to support advice given to grant applicants and awardees.
- To facilitate new research projects and encourage faculty applications for funding, by supporting the administration of grant funding applications and active awards

Supporting faculty/problem solving

- Process expense claims, raise purchase orders and facilitate the payment of invoices charged to research grants, ensuring accuracy and compliance with University and funder T&C. Liaise with departmental finance team to resolve queries.
- Collate data for periodic financial and end of project reporting on behalf of Principal Investigators, liaising with the Research Operations Office and the Senior Grants Facilitator. Ensure all financial paperwork is in place for audits.
- Generate monthly reports of spend against budget for principal investigator, flagging anomalies to the Senior Grants Facilitator. Track and monitor expenditure to enable Senior Grant Facilitator to provide accurate up-to-date information for grant management, including forecasting and extensions, as required.
- Attend the Research Grants Users Group meetings, in the absence of the Senior Grants Facilitator, and pass on learning points and best practice from departmental representatives and Research Operations Office staff.

Maintenance of records and funder compliance

- Maintain records of grant-funded staff timesheets and temporary employment service (TES) workers, prompting PIs where required, collating documentation for audit purposes and ensuring compliance with funder T&C. Set up and process University Payment Service (UPS2) staff payments.
- Collate data for periodic financial and end of project reporting, liaising with the Research Operations Office and the Senior Grants Facilitator. Ensure all financial paperwork is in place for audits.
- Maintain internal records of all grant applications processed, facilitating efficient communication within the research support team and in discussions with faculty investigators.
- Archive successful proposals, maintain the grants team file space, ensure removal of personally identifiable data in line with GDPR data retention policies.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

- Educated to A level standard/NVQ level 3 (or equivalent level of practical experience).
- Proven numeracy skills through strong GCSE or equivalent mathematics / accounting qualifications.
- Proven financial administrative experience, ideally in a higher education environment.
- Clear and articulate verbal and written communication.
- Excellent organisational skills, including a proven ability to work to tight deadlines whilst achieving accuracy and paying attention to detail.
- Ability to work on own initiative within the scope of the role.
- Demonstrable knowledge of research administration is desirable.

Benefits

This is a part-time position working 14.6 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays, which will be pro-rated for part time staff. The salary will be in the range of £23,487-£27,116 per annum (full time equivalent).

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 5 June 2022.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact hr@jbs.cam.ac.uk.