

JOB DESCRIPTION

Job Title: EHRAC Finance and Grants Officer
Ref no: LAW152-R
School/Service: Law
Grade: 5
Starting Salary: £28,737 - £32,010 pro-rata (inc. Outer London Weighting)
Period: Fixed term (24 months)
Reporting to: EHRAC Finance and Grants Manager

Overall Purpose:

Under the supervision of the EHRAC Finance and Grants Manager, the post holder will carry out financial support tasks and day to day grant management, in accordance with the compliance requirements of EHRAC's funders and organisational financial management. The role requires experience of grants management or financial experience in a non-profit organisation, experience with a range of Excel functionalities, and financial software. The role requires the ability to multi-task, excellent organisational skills and attention to detail.

Principal Duties:

Grant management

1. Under the supervision of the Finance and Grants Manager, to carry out financial support tasks to ensure that EHRAC expenditure is reconciled and allocated to grants in compliance with funders' financial conditions and guidelines as set out in the grant contracts.
2. To monitor grant expenditure on a regular basis, preparing and interpreting internal reports for project officers, and regularly liaising with them on financial and procurement matters.
3. To perform due diligence checks on partners, to develop grant contracts, consultancy contracts and appropriate financial reporting tools for partners.
4. To liaise with project staff and consultants, project partners and participants on project events and outputs to ensure that all relevant financial procedures are complied with.
5. To review and analyse partner financial reports and check supporting documentation for accuracy and compliance with grant stipulations.
6. To prepare financial reports to donors, including variance analysis, within deadline.
7. In collaboration with the Development Officer respond to financial queries from donors, and to assist in developing budgets and forecasts for funders.
8. Under the supervision of the Finance and Grants Manager to maintain EHRAC's timesheet system ensuring databases are up to date, functional, and staff time is properly monitored and allocated to the correct grants.

Finance

9. To reconcile Middlesex University financial records with EHRAC's internal records using a combination of Oracle software, excel spreadsheets and databases and Quickbooks software.

10. To regularly review and analyse EHRAC expenditure against budgets, ensuring allocation to the correct budget lines and projects, contributing to expenditure monitoring and report preparation.
11. To raise and review purchase orders and deal with suppliers' inquiries.
12. To support colleagues to process expense and purchase card claims providing advice on i-procurement and i-expenses.
13. To maintain audit appropriate records of all original documentation and prepare documentation for project and organisational audits.
14. To develop appropriate online & paper filing systems.
15. To support the process of the development of internal financial policies
16. To perform other duties as requested, in line with the nature and level of this role.

Other:

17. Ensure any personal information is kept and distributed in line with the General Data Protection Regulations (GDPR), Middlesex University (MU) Computer Use Policy, MU Academic Regulations and other local regulations.
18. The postholder will actively follow MU policies including Equality & Diversity Policies.

PERSON SPECIFICATION

SELECTION CRITERIA:

Essential:

- Degree in Finance, Business or Accounting or other relevant field or equivalent level qualification or experience.
- Experience in a financial role in the non-profit sector.
- Experience of financial reporting or grant management with institutional donors, trusts & foundations
- Experience of bookkeeping or managing data in systems of large linked spreadsheets.
- Experience of using financial software such as Oracle, Xero, Sage or Quickbooks in a similar role
- Excellent knowledge and experience of MS Office, and experienced/comfortable using Excel: familiar with formulas, pivot tables, vlookup formulas, designing templates.
- Demonstrable ability to communicate financial information to non-financial managers effectively.
- Excellent attention to detail
- The ability to work independently, manage own workload, and meet agreed deadlines.
- Ability to deal with sensitive or confidential information in a professional and discrete manner.
- Demonstrable commitment to fairness and the principles of equality and inclusion.

Desirable:

- Interest in working in the field of international human rights or a not-for-profit organisation.
- Knowledge of a language of EHRAC's target region: Russian, Ukrainian, Georgian, Armenian or Azerbaijani.
- Ability to build strong working relationships with a variety of colleagues from different departments

Hours: 35.5hours per week, actual daily hours by arrangement

M U Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

Fixed Term Contract

This temporary appointment is for the following allowable reason:

- Short term funding available for post

If you are applying as an internal candidate to do the temporary post as a secondment please discuss this with your line manager first and read our [Secondment Guidelines](#).

Annual Leave: 25 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:
<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact contact Barbara Karch,
EHRAC Finance and Grants Manager: b.karch@mdx.ac.uk