

JOB DESCRIPTION

Job Title:	Senior Research Finance Administrator
Ref No:	FIN570
Campus:	Hendon
Service:	Financial Service
Grade:	Grade 6
Salary:	£37,357 per annum rising to £42,653 incrementally each year inclusive of Outer London Weighting
Hours:	35.5 hours per week. Actual daily hours by arrangement
Period:	Permanent
Reporting to:	Finance Business Partner
Reporting to the Job Holder:	Research Finance Administrator

Overall Purpose:

Provision of a high level of complex administrative support for research and knowledge transfer activities across the University. Financial Administration on Research Projects including preparing Reports for External Funders and managing Projects Budgets. The post holder will act as a specialist practitioner in research finance, applying professional knowledge of post-award financial management, funder regulations, and University policies to ensure compliant and effective administration of a significant portfolio of research awards.

Principal Duties:

- Produce and analyse financial reports for principal investigators (PIs) and then submit the reports to the Funders
- Oversight of the financial administration of current projects, from award acceptance through to project closure, ensuring the legitimate expenditure and maximizing spending on grants
- Manage a portfolio of externally funded research and research-related grants from award acceptance through to project closure
- Ensure projects are administered in accordance with funder terms and conditions, University policies and regulatory requirements
- Provide expert post-award support and advice to academic staff and project teams including interpretation of complex systems, policies, legislation, and procedures
- Monitor project expenditure against approved budgets and ensure funds are used appropriately
- Exercise oversight of the financial administration of current projects from award acceptance through to project closure, ensuring legitimate expenditure and maximising spending on grants. Ensure expenditure complies with funder eligibility rules and institutional procedures
- Maintain up-to-date knowledge of UKRI, charity, government, and industry funding frameworks, ensuring the University remains compliant with evolving external requirements
- Maintain accurate grant records and ensure documentation is complete and auditable
- Support the implementation of grant agreements and related contracts in collaboration with contracts/legal teams
- Interpret complex financial, contractual, and regulatory information and translate this into clear guidance for non-specialists
- Manage changes on awards including extensions, budget amendments or changes to project scope, advising on implications for compliance and financial planning

- Maintain accurate grant records and ensure documentation is complete and auditable
- Assisting with external audits of grants and contracts
- Assisting with external returns, to include HEFCE, REF, HESA and HEBCI
- Work collaboratively with colleagues across the Research & Knowledge Exchange Office, Finance, and faculty teams
- Engage with professional development opportunities to maintain knowledge of the research funding landscape. Liaise regularly within the RKEO, and with faculties to identify and provide targeted guidance, support, training and development to assist with the post-award management of small and large multi-institutional research grant applications to UKRI and other relevant UK and International funders
- Supporting the improvement of systems for recording and reporting RKE-related finance data

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

PERSON SPECIFICATION

Job Title: Senior Research Finance Administrator

SELECTION CRITERIA:

Education/Qualifications

Essential:

- Educated to A-Level/ OND/C or qualified through relevant Financial Administrative experience

Experience, Skills & Knowledge

Essential:

- Relevant Post-Award experience of supporting and managing research Projects
- Familiarity of the Funders in Research and a good understanding of their terms and conditions, particularly Full Economic Costing
- Excellent numeracy skills, competency with project budgets, accuracy and attention to detail are essential
- Excellent organisation skills and ability to prioritise work, following procedures and working at a high standard to required deadlines
- Experience of working with multiple stakeholders, finance teams and external partners
- High level of IT skills including Word, Access, Excel, to perform analysis of large data sets from multiple sources and manipulation this data using analytical tools within excel
- Excellent oral and written communication skills
- Team worker as well as being able to work on own initiative
- Demonstrable knowledge of professional practice in research finance or a closely related field

Equality, Diversity and Inclusion

Essential:

- Demonstrable commitment to fairness and the principles of equality and inclusion

TERMS AND CONDITIONS

Diversity

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.

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.

MU 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. All University professional services staff job descriptions, policies and procedures and the University Professional Services Staff Handbook will apply to both Middlesex University staff and MU Services Limited staff during their employment, unless where expressly stated otherwise. Staff will remain with their current employer, unless they move to an academic or academic related role.

Annual Leave

30 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.

Travel to Hendon Campus

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.

Public Transport

Our Hendon Campus is well served by public transport with buses, London Underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL (www.tfl.gov.uk) and have a look at our directions and location map to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

Parking

There are currently Regular Parking Permits and Pre-Paid Parking options available to new joiners. Further details are available on the Travel and Transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.

Parking for Disabled Staff

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

What Happens Next?

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

For further information about the role, please contact Vicnan Anandakumar, Finance Business Partner, via email at v.anandakumar@mdx.ac.uk