



University of Brighton

JOB DESCRIPTION

Job title:	Research Accountant
Post number:	FI5010
Reports to:	Head of Financial Reporting
Department:	Finance
Location:	Mithras House
Grade:	6

Purpose of the role

To manage and coordinate the financial aspects of research grants and contracts

To provide specialist financial advice and support to research colleagues on the post-award financial and project management of all research activity

To provide advice and support to academics and administrative staff in the costing of grant applications and other externally funded projects

Main areas of responsibility:

To develop, manage, implement and monitor pre and post award support service for research grants across the University, ensuring compliance with external funder policies as well as university requirements, and where appropriate advising academics and Head of Schools of non-compliance.

- The provision of financial advice, interpretation and guidance to researchers and Head of School as well as external partners to ensure compliance with internal and external regulations.
- To analyse financial performance relating to successful execution of research funded projects and research income secured, providing reports for academics and Heads of School.
- The provision of advice to internal staff on the costing of grant applications and other externally funded projects.

- The management of the financial aspects of research project claims, which will involve working with project staff, investigating and resolving any queries, monitoring performance against budget, and approving submissions to the funder in accordance with their systems and regulations.
- Complete assigned tasks in the year-end and month end reporting process accurately, in full and within timetable.
- Provide financial information and explanations as required as part of any internal or external audit or investigation.

General responsibilities

These are standard to all University of Brighton job descriptions.

- To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
- To adhere to the University's Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work legislation.

PERSON SPECIFICATION

The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

Essential criteria		
Knowledge	<ul style="list-style-type: none"> Knowledge of accounting for research projects and associated funding issues, including concepts of full economic costing, risk assessment and managing projects in foreign currency. Drafting effective reports and analysing numerical data. Operating knowledge of costing projects. 	<p>A, I, E</p> <p>A, I, E</p> <p>A, I, E</p>
Qualifications	<ul style="list-style-type: none"> A part qualified accountant, or having a demonstrable level of commensurate practical experience equivalent to that of a part qualified accountant. 	A, I
Experience	<ul style="list-style-type: none"> Experience in managing financial aspects of projects. Experience of explaining financial issues to academics and Heads of School. Ability to interpret, reconcile and explain complex financial information from a variety of sources using applications such as Microsoft Excel, Business Objects, etc. 	<p>A, I, E</p> <p>A, I</p> <p>A, I</p>
Managing people	<ul style="list-style-type: none"> Ability to work collaboratively with others to ensure required objectives are met in an effective fashion. Able to work effectively as part of a team. Demonstrating flexibility in supporting achievement of the wider department's objectives. 	<p>A, I</p> <p>A, I</p>
Technical/work based skills	<ul style="list-style-type: none"> Proficient in the use of MS Outlook, Excel and Word. Ability to work to a high degree of accuracy, maintaining effectiveness under pressure and meeting strict deadlines. Having an organised approach to work, with the ability to deliver to various, concurrent deadlines. 	<p>A, I, E</p> <p>A, I</p>
Other requirements	<ul style="list-style-type: none"> Ability to find solutions to complex issues through expertise and analysis. Ability to use own initiative to identify effective service enhancements and delivery. Able to listen well, understand the needs of others and maintain a high degree of integrity and confidentiality where necessary. Excellent communication skills; able to communicate complex accounting and financial 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>

	<p>information in a clear and concise manner to non-financial professionals.</p> <ul style="list-style-type: none"> • Ability to assimilate new information quickly, and to recognise key issues relevant to required tasks. • A commitment to keep up to date with developments and contribute effectively to the implementation of change by careful planning. 	<p>A, I</p> <p>A, I</p>
Desirable	<ul style="list-style-type: none"> • Understanding of EU or Research Council contracting and reporting requirements. • Experience and knowledge of TRAC and fEC 	<p>A, I</p> <p>A, I</p>

ADDITIONAL INFORMATION

- Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
- This is a full time post and is permanent.
- The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example) and further information can be found on the 'Balancing Working Life' section here [Benefits and facilities](#).
- Annual leave entitlements are shown in the table below and increase after 5 years' service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

Grades	Basic entitlement per year	Grades	After 5 years' service
1-3	23 days	1-3	28 days
4-7	25 days	4-7	30 days
8-9	27 days	8-9	30 days
Band 10 and above	30 days	Band 10 and above	30 days

- More information about the department/school can be found here [Professional Services Departments](#) or here [Academic departments \(schools and colleges\)](#)
- Read the University's [2016 - 2021 Strategy](#)
- The University has an attractive range of benefits and you can find more information about them on our [website](#).

AJS June 2018