



|  |  |
| --- | --- |
|  |  |
| **Job title:**  | Research Accountant |
| **Post number:** | FI5006  |
| **Reports to:**  | Head of Financial Reporting  |
| **Department:**   | Finance  |
| **Location:**   | Mithras House |
| **Grade:**  | 6 |

**Purpose of the role**

Research is a core area of activity for the University of Brighton and we have a sector leading reputation for delivering significant social, cultural and economic impact from our research activities.

Based in the University’s Finance Department, this role provides specialist financial advice and support to colleagues in our Research Office and research academics across the University, both with the costing of new grants and projects, and with tracking the financial performance and compliance of grants and projects that are won and implemented.

The holder of this role will be managing the financial aspects of a portfolio of projects and providing advice and support to a broad range of colleagues to contribute to the growth in our research portfolio.

**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 and costings to colleagues to support external grant applications and other funded projects.
* The provision of financial advice, interpretation and guidance to researchers, senior academic staff and external research partners to ensure compliance with internal and external financial regulations.

* To track and analyse the financial performance of active research projects, providing reports for senior academics.

* Manage the financial aspects of research project claims, including: working with project staff, investigating and resolving 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 processes accurately, in full and within timetable, addressing any issues in a proactive and timely fashion.

* Provide financial information and explanations as required as part of any internal or external audit or investigation.
* To undertake ad hoc financial reporting and project activity as required.
* To be a proactive and constructive member of the Finance Department.

**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.
* To work in accordance with the General Data Protection Regulations.



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/skills** |  | * Knowledge of producing reconciliations / ensuring compliance with external funding requirements.
* Drafting effective reports and analysing numerical data.
* Ability to work collaboratively with others to ensure required objectives are met in an effective fashion.
* Ability to find solutions to complex issues through expertise and analysis.
* Ability to use own initiative to identify effective service enhancements and delivery.
* Excellent communication skills; able to communicate complex accounting and financial information in a clear and concise manner to non-financial professionals.
* Ability to assimilate new information quickly, and to recognise key issues relevant to required tasks.
 | **A, I, E****A, I, E****A, I****A, I****A, I****A, I****A, I** |
| **Qualifications**  |  | * A part qualified accountant, or having a demonstrable level of commensurate practical experience equivalent to that of a part qualified accountant.
 | **A, I**  |
| **Experience**  |  | * Experience in managing financial aspects of projects.
* Experience of explaining financial issues to budget holders.
* Ability to interpret, reconcile and explain complex financial information from a variety of sources using applications such as Microsoft Excel, Business Objects, etc.
 | **A, I, E** **A, I** **A, I**  |
| **Technical/work** **based skills**  |  | * 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.

 | **A, I, E** **A, I**  |
| **Desirable**  | •  | * Understanding of EU or Research Council contracting and reporting requirements.
* Experience and knowledge of TRAC and FEC
* Knowledge of accounting for research projects and associated funding issues, including concepts of full economic costing, risk assessment and managing projects in foreign currency.
* Operating knowledge of costing projects
 | **A, I** **A, I** **A, I****I** |

 ****

* 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](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* 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](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic departments (schools and colleges)](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx)
* Read the University’s [2016 - 2021 Strategy](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

AJS November 2020