**Research Finance Officer**

| Job Reference: | 8432 |
| Department: | Research, Enterprise and Knowledge Exchange |
| Grade/ Salary: | Grade 7, £x to £x (including London Weighting) |
| Contract Type: | Interim – one year FTE |
| Hours: | Full time |
| Location: | New Cross, London |

Closing date for applications: **20th September 2020**

Interviews: to be held in the week commencing **28th September 2020**

---

**Goldsmiths**

At Goldsmiths, we are committed to making a difference through our teaching, research and knowledge exchange. We are a campus-based university located in the London Borough of Lewisham. Goldsmiths is an important source of social, cultural and economic impact in Lewisham and the South East with some 10,000 students, 1,300 staff and an annual turnover of £126 million. We develop effective interactions between the College’s research and teaching activities and business, which contribute to local, national and international social and economic well-being. As a leading arts, humanities and social science university, we produce the future leaders and talented individuals that are in demand from many of the fastest growing sectors in the UK. Our innovative research and knowledge exchange partnerships also inform growth and development locally, nationally and internationally.

We’re looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.

---

**Passionate about advancing equality and celebrating diversity. Together, we are different.**

Department of Research, Enterprise and Knowledge Exchange
The Research and Enterprise Department delivers the University’s Research and Enterprise strategy. The Pro-Warden for Research and Enterprise provides academic leadership of this area and the Department is under the strategic management of the Director of Research, Innovation and Knowledge Exchange who reports to the Pro-Warden for Research and Enterprise.

In sum, the Department as a whole supports:

- the development of research and knowledge exchange bids;
- the financial management (and associated reporting) of the grants that are secured;
- the facilitation of partnerships between the academic research and external organisations in the private, public and third sectors, including contract research collaborations and consultancy projects;
- the University’s compliance with codes of conduct, ethics and other statutory requirements;
- the development and delivery of the university’s portfolio of unaccredited short courses and Executive Training.
- the University’s REF submission;
- the commercialisation of Intellectual Property;
- Researcher Development – shaping and delivering training and mentoring that complements support from HR and academic departments;
- Policy-related activities.

Following a recent review of the structural capacities and capabilities within Research and Enterprise, we intend to develop the functions of Research and Enterprise to the benefit of Goldsmiths’ strategic advantage, with the aims of:

- Building academic capacity;
- Bringing together two previously distinct, but complementary teams – Research Services and Enterprise Office – to enable the synergies and joint working that will increasingly be required to enable the College to respond to the changed external funding landscape, particularly funding streams related to the Government’s Industrial Strategy;
- Enhancing our understanding of the strategic aims of grant bodies;
- Being ready to respond to the timescales and specificities of research and enterprise funding opportunities;
- Building local relationships, business relations but also relationships with other universities;
- Developing clearer narratives about why Goldsmiths is the partner of choice for large consortium bids.

**About this role**

**Reporting to:** Research Finance Manager

**Summary:**

The role holder will be responsible for all aspects of the day to day financial management of a portfolio of research grants and contracts. The role holder will be expected to work closely with the Research Finance Manager, in order to assist with the development and implementation of improved management systems and processes to help grow the capacity for Goldsmiths to win and manage the research income portfolio. Our team ethos is built on the premise of a customer focussed, committed and collaborative working. The primary responsibilities of this role are to:
• Take responsibility for a portfolio of research grants and contracts;
• Provide support to the Research Finance Manager as required, as well as to other colleagues within the team;
• Build relationships with academic members of staff and departmental administrators to develop the capacity of Goldsmiths to oversee and manage research grants and contracts effectively.
• Provide training and communications for academic staff about how to manage research grants budgets, and, where appropriate, provide guidance on costing at Pre-Award.
• Provide accurate management information related to research finance for Principal Investigators (budget holders), College administrative staff and the Deputy Director of Research and Enterprise.
• Work closely with the Research Finance Manager to support the team’s relationship with the central Finance Department by providing accurate management information and responding to the Department’s statutory accounting needs.
• Contribute to the continuous improvement of research grant financial management procedures and processes to ensure an efficient and effective provision of services to the Goldsmiths academic community and collaborative partners.

Main duties:

1. To be responsible for a portfolio of research grants and contracts.
2. To work effectively as part of the wider team, providing support to the Manager and colleagues as required.
3. To ensure compliance with the terms and conditions and financial regulations of the funder and particular grant, the College, and external statutory bodies and their Auditors.
4. To support the production of the monthly management accounts for each department and support the central financial reporting team by supplying data and management information in the required format for institutional consolidation.
5. To support the development and implementation of the College’s research grants management system, supporting the Manager where appropriate on the aspects concerning Research Finance and to play an active role also in any future developments concerning the College’s accounting software.
6. To assist with the preparation of the College’s annual Financial Statements, internal reports and analysis, as well as external returns and reports to funders, regulators and the Senior Management Team.
7. To ensure that all data related to research finance is accurately recorded in the financial system (Business World).
8. To provide advice and guidance (where appropriate) on costings for research grants, contracts and consultancy.
9. To create budgets and issue agreements once a grant or contract has been awarded, ensuring that the budgets are kept up-to-date.
10. To be able to communicate complex financial information or ideas in a way that budget holders and financial laymen can understand and act upon.

11. To provide regular budget information and advice to budget holders, in order to enable them to manage their grants effectively.

12. To take a pro-active role in identifying and implementing any improvements to the efficiency and effectiveness of procedures.

13. To identify and investigate variances from budgets and forecasts, including the reconciliation and closure of awards, ensuring that appropriate action is taken.

14. To maintain an up to date knowledge of the research landscape ensuring that changes of policy and procedure on the part of major funding bodies are identified and assist in the assessment of their implications.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

**Person Specification**

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post. If you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

- **A** = Application form
- **C** = Certificate
- **I** = Interview
- **R** = Reference
- **T** = Test
- **P** = Presentation

<table>
<thead>
<tr>
<th>Essential Criteria 1 - Qualifications</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA/CIMA/ACCA qualification or equivalent working experience</td>
<td>A, C, I, R</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desirable Criteria 1 - Qualifications</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to a Degree Level or Equivalent.</td>
<td>A, C, I</td>
</tr>
</tbody>
</table>
Essential Criteria 2 - Experience

Experience of the financial management of research grants and contracts.  
Knowledge of financial systems, including how to interrogate data and balances to create statutory and financial management information.

Desirable Criteria 2 - Experience

Previous experience of working within the HE sector.

Essential Criteria 3 – Knowledge

Knowledge of grants and contracts costing and administration including extensive financial management of European Research Projects under FP7/ Horizon 2020 rules, UKRI funded research projects, including the application of Full Economic Costs (fEC).

Essential Criteria 4 - Skills

Well-developed management accountancy skills.
Strong communication (both written and verbal) and interpersonal skills, with the ability to explain complex financial information or ideas in a way that budget holders and other colleagues, both professional and academic, can understand and act upon.
IT skills, preferably in a developmental situation and excellent spreadsheet skills.
A flexible approach to carrying out duties, ability to prioritise a varied workload and meet demanding deadlines.

Essential Criteria 5 - Additional Attributes

A pro-active, project-orientated approach.
An open, enthusiastic, self-motivated individual, able to work effectively with other functions and peers, within and external to Goldsmiths.

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of the appointment.

For more information about the role, please contact Human Resources, e-mail hr@gold.ac.uk.

August 2020