

## Doctoral Finance and Support Coordinator

<b>Department:</b>	Graduate School
<b>Grade/ Salary:</b>	Grade 6, £36,861 - £39,846
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	35 per week (Full time)
<b>Location:</b>	New Cross, London (Hybrid working pattern in place)

### Goldsmiths

---

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. 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](mailto:hr@gold.ac.uk) to make your request.

### Graduate School

The Graduate School plays a key and proactive role in supporting the experience of doctoral researchers, as well as supporting academic staff in supervision and support roles. It is a virtual and physical home for Goldsmiths' community of approximately 750 research students and the hub for a range of administrative functions, events and activities. The Graduate School's role encompasses the oversight and coordination of examinations for research degrees. The Graduate School is also involved in the allocation and management of funding (including studentships via Research Councils) to support postgraduate research activity.



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



Together  
we are different

We aim to provide a strong and supportive infrastructure, building on the excellent work of academic departments and other support services, by providing facilities, advice and generic skills training and by encouraging intellectual and social contact across disciplinary boundaries. Central to our vision is that the Graduate School should be an interdisciplinary space, to encourage students to have intellectual and social contact with each other beyond their departmental and disciplinary boundaries.

## **Job description**

---

Reporting to: Head of the Graduate School Office

### **Summary:**

We are seeking an experienced and organised professional to play a key role within a team that provides a range of dedicated administrative support for Goldsmiths postgraduate research programmes (doctoral research). Working within the experienced Graduate School team, the post-holder will, in particular, be responsible for the administration and financial management of paid studentships/scholarships to students, as well as supporting other funded activity associated with UKRI Doctoral Training Partnerships (DTPs) to which Goldsmiths belongs.

A key aspect of this support will be to establish and maintain accurate registration and financial records for doctoral researchers who hold studentship/scholarship funding and to contribute to the key administrative processes necessary to ensure related finances are managed precisely and in timely fashion. As an integrated part of the Graduate School Team, the role will also contribute to discussion and planning for service provision and process design for the support of the wider doctoral researcher experience. The post-holder will also provide administrative support to the College's Postgraduate Research Board and will be expected to contribute to discussions and activity that support all doctoral researchers at Goldsmiths.

## **Main duties:**

- To be responsible for the development and maintenance of appropriate records relating to financial matters within the Graduate School, including managing annual expenditure records (UKRI)
- To work closely with colleagues in the Graduate School, Registry Operations, the Fees Team and within academic Departments to ensure student records and related documentation are accurate and consistent, with particular focus on records for funded students
- To help manage incoming queries from students and staff, as part of shared responsibility for the team inbox
- To undertake and keep records of the purchasing of essential items relating to Graduate School and UKRI projects, particularly through the use of the Graduate School purchase card and the College finance system (Business World)
- To work closely with colleagues in Finance, Credit Control and Accounts Payable where necessary to ensure that financial regulations are followed and that clear and concise records are kept in preparation for audits
- To support the Head of the Graduate School Office and the Dean of the Graduate School in managing a range of budgets on a day-to-day basis including quarterly and ad-hoc payments to Research Council funded students and ensuring, where appropriate, funding is received from partner organisation
- To advise funded students and applicants on details of key studentship/scholarship schemes
- To support the Head of the Graduate School Office and the DTP Academic leads in coordinating the annual internal processes for the shortlisting and selection of studentship/scholarship candidates
- To oversee the dispersal of UKRI DTP funds such as Research Training Support Grant and the Cohort Development fund to students and staff as appropriate
- To deputise where necessary for the Head of the Graduate School Office in meetings with external partner organisations such as the UKRI Doctoral Training Partnerships (DTPs)
- To coordinate administrative arrangements, including taking formal minutes, for the College-level Postgraduate Research Board

- To work with other Graduate School colleagues in providing guidance and support on relevant regulatory matters to academic, administrative and professional services colleagues.
- To maintain an awareness of wider Graduate School activity, so as to enable cross-coverage where required
- As an integrated part of the Graduate School Team, to contribute to discussion and planning for service provision and process design for the support of the doctoral researcher experience
- To be aware of - and sensitive to - key Data Protection and information management issues and respond accordingly
- To undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

## 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 this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore 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:

<b>A = Application form</b>	<b>C = Certificate</b>
<b>I = Interview</b>	<b>R = Reference</b>
<b>T = Test</b>	<b>P = Presentation</b>

	Category
<b>Essential Criteria 1 - Qualifications</b>	
Education at least to degree level or equivalent experience	A
<b>Desirable Criteria 1 - Qualifications</b>	
European Computer Driving License (ECDL) or equivalent qualification demonstrating standard, office-level computer skills	
<b>Essential Criteria 2 - Experience</b>	
A minimum of 2 year's work experience of higher education (HE) or equivalent	A, I, R
Experience of customer- and stakeholder-facing roles	A, I, R
Experience of record keeping within a University setting	A, I, R
Experience of managing and reporting on financial data and maintaining financial records (which may include administering payments and/or expenses)	A, I, R
<b>Desirable Criteria 2 - Experience</b>	
Experience of using Agresso Business World or similar financial systems	A, I
Experience of supporting committees or working groups	A, I
Experience of working with postgraduate research students (doctoral researchers)	A, I
Experience of taking responsibility for the ongoing accuracy of online records in connection with individual student casework	A, I

<b>Essential Criteria 3 – Knowledge</b>	
Working knowledge of key current issues and challenges within HE	A, I, R
<b>Desirable Criteria 3 - Knowledge</b>	
A broad understanding of both the social sciences and the arts and humanities	A, I
An understanding of the support needs of postgraduate research students	A, I
Familiarity with UK Research Funding arrangements, particularly relating to doctoral (postgraduate research) students	A, I
<b>Essential Criteria 4 - Skills</b>	
Ability to work independently and pro-actively with a flexible approach and take full responsibility for a range of tasks	A, I, R
Excellent communication skills. You will be experienced in engaging positively, carefully and accurately with a variety of stakeholders, with the ability to adjust the message to suit the audience	A, I, R
Familiarity in the use and adaptation of IT software including use of the Microsoft Office suite	A, I, R
Experience of working with students and academic/administrative colleagues within a university setting – dealing professionally and empathetically in sometimes challenging situations	A, I, R
Ability to deal with a varied and complex workload, prioritising tasks while working under pressure and to deadlines. You will	A, I, R

have the ability to work independently and as a committed team member	
<b>Desirable Criteria 4 - Skills</b>	
Ability to review and propose redesign processes to support enhanced service	A, I, R

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

For more information about the role, including if you would like to set up a call on MSTeams, please contact Chris Robson via e-mail [c.robson@gold.ac.uk](mailto:c.robson@gold.ac.uk).

**November, 2024**

### **Summary of Benefits**

---

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support and information service on a range of personal, family or work-related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to University of London facilities such as [Senate House Library](#)
- Membership of Staff Diversity Networks: (Dis)Ability, Goldsmiths Race Equality Group, LGBTQ+, Menopause, Parents and Carers, Women at Goldsmiths. (Staff are also encouraged to join networks as Allies should they wish to do so rather than as members)

### Further information

---

For more information about Goldsmiths, please visit: [www.gold.ac.uk/about](http://www.gold.ac.uk/about)

**Thank you for your interest in working with us, we wish you all the best with your application.**