

## Research and Innovation Finance Assistant (Full time 1FTE)

Job Ref: REQ230601

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Department summary

The Research and Innovation Office (RIO) plays a leading role in shaping and delivering the University's research and innovation activities and provides a high quality, added value and seamless service to researchers across the research development pipeline. The Office incorporates a number of different teams that provide support for: nurturing partnerships and collaborations; identifying and applying for funding; managing research projects and assuring compliance with policy; improving the visibility of research outputs; fostering the impact, intellectual property and commercialisation of research; and the nurturing of research leadership skills through training and skills development programmes. The Research and Innovation Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

### Job Description

**Job Grade: AD4**

#### Job Purpose

To work within the Research and Innovation Finance and Reporting Team to provide support and process financial transactions for the University and Loughborough University Enterprises Limited in line with defined policies and procedures.

They must ensure compliance with all associated financial regulations, governance and statutory obligations.

The post holder will work closely with colleagues across the Research and Innovation Office, Schools and other Professional Services.

#### Job Duties

##### *Financial Accounting*

To assist with post-award support for commercialisation and knowledge exchange projects through Loughborough University Enterprises Limited (LUEL) including activities such as:

1. Support the Research and Innovation Finance Team Leader with month end activities such as posting journals within specified time frames.
2. Preparing monthly balance sheet reconciliations and analysis of general ledger accounts for Loughborough University Enterprises Limited.

3. Support in the preparation of the annual financial statements of Loughborough University Enterprises Limited including answering audit queries.
4. Assisting with processing of BACS and other associated payments for Loughborough University Enterprises Limited.
6. Undertake the posting of bank receipts for Loughborough University Enterprises Limited (LUEL) and maintenance of the LUEL Month-End Routine which is used to distribute income from LUEL to Loughborough University.
7. Assist with maintaining supplier records, including accurate management of supplier bank details in line with policy and performing verbal bank validation.
8. Undertake invoicing and credit control duties for Loughborough University Enterprises Limited, including liaising with the Research and Innovation Contracts Team and with academic colleagues as necessary.
9. Undertake maintenance of the Loughborough University Enterprises Limited Agresso Project Master File.
10. Support the Research and Innovation Finance Team with finance related tasks as assigned.

### ***Support to the Research and Innovation Office Agresso Departmental Designated Person (DDP)***

Provide support to the DDP to include:

1. Process transactions through the University's finance system, Agresso, on behalf of Research and Innovation Office (RIO) colleagues against all departmental project codes in line with the University's financial regulations.
2. Where necessary process transactions through the University's finance system, Agresso, on behalf of RIO colleagues against School project codes in line with the University's financial regulations. Working with the School finance teams for approval purposes.

### **Pre-award support for commercialisation and knowledge exchange projects through the Research and Innovation Office**

1. To work with the Impact Funding Adviser and academic colleagues to prepare full economic costings in support of funding applications to Enterprise Projects Group and other Knowledge Exchange funding as required.

### **Support for Research and Innovation Reporting**

1. To provide support to the Finance and Reporting Manager on the collation of research and innovation data to feed into reports for Research and Innovation Committee, Finance Committee as well as statutory returns e.g the Higher Education Business and Community Interaction return (HE-BCI)
2. To respond to ad-hoc requests for reports from RIO colleagues with support from the Finance and Reporting Manager

### **General Duties**

3. Forge and maintain excellent working relationships with all internal and external stakeholders.
4. Carry out specific administrative roles and functions as may be reasonably required.
5. To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
6. To ensure compliance with relevant University policies and procedures.
7. To undertake any training and development in line with training needs agreed with line manager

### **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the university's Health, Safety and Environmental Policy and Procedures.

All staff should hold a duty and commitment to observing the university's Equality and Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and university policies/procedures.

Successful completion of probation will be dependent on attendance at the university's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to the Research and Innovation Finance Officer

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test and / or Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
<b>Experience</b>	Previous relevant experience of working in a busy financial environment	1,3
<b>Skills and abilities</b>	Good numeracy skills	1,2,3
	Excellent written communications to explain and resolve project queries/discrepancies	1,2,3
	Ability to communicate effectively with all stakeholders	1,2,3
	The ability to prioritise work and meet deadlines	1,2,3
	Good analytical skills with the ability to investigate anomalies	1,2,3
	Ability to use Microsoft software packages with particular emphasis on Excel and Outlook	1,2,3
	Ability to absorb and apply knowledge, use initiative and work without close supervision	1,2,3
	Ability to display tact and diplomacy, maintain confidentiality at all times and to work to a high level of accuracy	1,2,3
	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	1,2,3
<b>Qualifications</b>	A level education or equivalent.	1
	GCSE pass level or equivalent in English and Mathematics.	1

### Desirable Criteria

Area	Criteria	Stage
<b>Experience</b>	Experience of working in Higher Education financial administration or research finance	1,3
<b>Skills and abilities</b>	Previous experience in Agresso or other financial software	1,2,3

## Conditions of Service

The position is full time (1FTE). Salary will be on Administrative Services Grade 4 £23,149 to £26,642 per annum, pro rata at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the university's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The university is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the university is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The university holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>