

Growth & Grants Associate - Green Grids Initiative (GGI)

REQ260313

School/Department summary:

The School of Social Sciences and Humanities is a diverse and inclusive School delivering excellence in learning and teaching, research, and enterprise across the Social Sciences and Humanities. Inter-disciplinarity and international encounters are fostered across six departments: Communication and Media; Criminology, Sociology and Social Policy; English; Geography and Environment; International Relations, Politics and History and Law. Geography and Environment is consistently ranked within the top 10 of UK university rankings, and is has a thriving, inclusive, research community and culture housed within the new 'Morag Bell' Building. Geography and Environment is internationally recognised for its research in geographies of children, youth and families.

STEER: <https://www.lboro.ac.uk/research/steer/>

CCG: <https://climatecompatiblegrowth.com/>

Job Description

Job Grade: Management and Specialist Grade 6

Job Purpose

The role will be assigned to the overall management of the Green Grids Initiative grant. The post holder will be working closely with the project's academic leads, the Climate Compatible Growth Programme Manager, our Research and Innovation Office, collaborative partners, external consultants and wider University professional services. The role holder will be managing all aspects of the grants administration related to GGI, with a focus on financial aspects, including procurement, approval of costs and invoices, monitoring budgets, and producing spend forecasts, support in various management aspects of the grants, periodic finance reports and financial claims.

Job Duties

Financial Management Green Grids Initiative Grant

- Preparation of financial statements and monthly management reports
- Overseeing credit control, sales, and purchase ledgers.
- Preparation of quarterly budgets, rolling forecasts and the presentation of monthly reports GGI management
- Liaison with internal and external auditors.
- Liaison with Finance Office Senior Finance Business Partner and project collaborators to provide information regarding grant payments and reporting
- Working closely with the Research and Innovation Office processing transactions through the department's Agresso project codes relating to budget and external funding to include:
 - being responsible for approval processes through Agresso; maintaining records of spend against budget; liaising and reporting to the GGI management team.
 - being responsible for preparing budgets and forecasts in relation to departmental pay, non-pay and income.
- Financial management, administration and periodic grant reporting
- Financial management and administration of internal project account codes, ensuring eligibility with funder guidelines and timeframes, mainly in the Research and Innovation Office
- Providing advice and guidance on project expenditure, reporting and compliance to the Loughborough academic project leader, and collaborative partners

- Liaising with project collaborative partners in relation to their quarterly grant claims and ensuring that the claims and relevant evidence are correct in fully compliant with the grant regulations
- Ensure that the financial and reporting status of internal and external funding is communicated effectively and within agreed timeframes to all relevant stakeholders.
- Support project management across key activities related to grant management.
- Support the GGI team in developing proposals, including but not limited to financial components

Other Duties

- Oversight of the project procurement and preparation of information required by the Loughborough Contracts Team
- Develop and maintain productive working relationships with internal and external stakeholders to ensure that complex financial information and guidelines is interpreted and communicated clearly.
- To undertake any other duties which may reasonably be required by the Research and Innovation Office Operations Manager and Director of the Research and Innovation Office that are commensurate with the nature and grade of the post.
- To engage in training programmes which are consistent with your own needs and aspirations of those of the Research and Innovation Office.
- Work closely with colleagues in Professional Services, the academic Schools and the wider University to develop best practice in programme management.
- To represent the University externally as appropriate.
- This role may require some flexibility in working hours.

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 & Procedures.

All staff should hold a duty and commitment to observing the University's Equity & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & 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 CCG Programme Manager

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in a senior financial role within the higher education sector, familiar with management of external funding	1,2, 3
	Experience of working on finance and project management aspects of externally funded projects	1,2, 3
	Experience of preparation of periodic grant claims to funding bodies	1, 3
	Experience of preparing of official periodic project progress reports for external funders	1, 3
	Proficiency in using corporate finance management software, (Agresso or similar), and advanced knowledge of Excel	1, 2 3
	Experience of adapting own skills to new circumstances	1, 2, 3
	Experience of delivering presentations and communicating to staff at all levels internally and externally	1, 2, 3
	Experience of working in a business support environment	1,2, 3
	Experience of coordinating large multi-stakeholder projects	1,2, 3
	Skills and abilities	Excellent project management skills
Effective communication skills; written, verbal and report writing		1, 3
Excellent financial, internet and IT skills		1, 2,3
Excellent analytical skills with the ability to interpret and disseminate information from complex strategic documents to lay audiences		1, 3
Proven capacity to work flexibly, independently, lead and as part of a team		1, 3
Ability to prioritise own workload and that of others, work to deadlines, and use initiative where appropriate		1, 3
Ability to develop creative approaches to problem solving		1, 2, 3
Proven ability to write and review funding applications and/or business plans		1, 3
Strong attention to detail and accuracy		1,2, 3
Training		A willingness to undertake further training as appropriate and to adopt new procedures as and when required
Qualifications	A strong financial background and a full or part accounting qualification	1, 2, 3

Other	Commitment to always observing the University's Equal Opportunities policy	1, 3
	Willingness to work outside normal office hours occasionally to meet the demands of the job	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working on FCDO, DESNZ or other government funded projects	1, 3

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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 redeploy