

Research Post-Award, Finance and Reporting Manager

Job Ref: REQ260608

Department summary:

The Research & Innovation Office (RIO) plays a central role in shaping, enabling, and delivering the University's research and innovation ambitions. As a key Professional Service, RIO provides high quality, end-to end support across the research and innovation lifecycle, working closely with academic leaders, external partners, and funding bodies to grow the University's research portfolio and global reputation. Its specialist teams support the development of strategic partnerships, identify and secure research funding, manage awards and compliance, enhance the visibility of research outputs and impact, foster intellectual property and commercialisation, and cultivate research leadership through tailored development programmes. RIO also supports the work of the Institute of Advanced Studies (IAS), which brings world-leading international scholars to Loughborough through its Residential and Visiting Fellowship programmes and delivers a rich programme of interdisciplinary research activities including summits, roundtables, spotlight series, and open international seminars. Strong links with other Professional Services, such as Legal Services, Registry, Student Services, Finance and HR, ensure seamless support for the University community.

Job Description

Job Family and Grade: Management and Specialist Grade 7

Job Purpose

The Research Post-Award, Finance and Reporting Manager provides senior leadership across the University's post-award research management and research finance, planning and reporting functions.

Reporting to the Deputy Director - Integrity, Risk & Compliance, the role is responsible for delivering a cohesive, high-quality service across the research lifecycle, ensuring effective financial management, compliance, reporting and performance monitoring.

The post-holder will lead on financial planning and forecasting for research and innovation activity, oversee institutional reporting and KPI frameworks, and ensure that all research funding is managed in accordance with funder, regulatory and institutional requirements.

The role will act as the senior operational lead across post-award and finance/reporting functions, translating strategic priorities into delivery, insight and continuous improvement.

Job Duties

Team Management

- Provide leadership and management to the post-award and finance/reporting teams
- Set clear objectives and monitor performance against agreed standards
- Support the development of team members, promoting both technical and professional capability
- Ensure effective allocation of work to meet competing deadlines and priorities
- Foster a culture of collaboration, continuous improvement and high-quality service delivery

Operational Responsibility

- Lead the delivery of post-award and research finance/reporting services, ensuring alignment with institutional priorities
- Oversee the end-to-end management of post-award activity, including financial monitoring, reporting, invoicing and project close-out

- Act as the senior escalation point for complex post-award and financial issues
- Ensure effective coordination across Research and Innovation Office teams and Professional Services
- Use data, KPIs and service metrics to drive continuous improvement and operational efficiency
- Develop and implement improvements to systems, processes and reporting frameworks

Financial Responsibility

- Lead the development and maintenance of robust financial models for research income forecasts and annual budgets, ensuring clarity of assumptions and outputs
- Provide financial analysis and insight to support decision-making by senior stakeholders
- Monitor performance against forecasts and budgets, identifying risks, opportunities and key drivers of variance
- Ensure effective management of cash flow and income recovery across research activity
- Oversee financial reconciliation and close-out of research awards
- Ensure compliance with accounting standards, funder requirements and institutional policies, ensuring that appropriate governance & control frameworks are in place
- Ensure accuracy and completeness of financial data supporting statutory and external reporting
- Maintain strong financial controls and contribute to audit readiness and assurance processes, including taking a lead role in research funder audits and maintaining a culture of audit readiness and continuous assurance.

Reporting and Data Management

- Lead the production of high-quality narrative and analytical institutional research and innovation reports for senior committees and stakeholders (e.g. Research and Innovation Committee, Finance Committee)
- Develop and maintain KPI frameworks and service metrics across the Research and Innovation Office
- Ensure integrity, consistency and auditability of data used for reporting purposes, including where data must be consolidated from across teams
- Analyse complex datasets to provide insight and support strategic decision-making
- Work with Finance and Planning to ensure alignment of institutional reporting
- Provide benchmarking and trend analysis to inform performance improvement
- Lead the delivery of external / statutory reporting requirements for research & innovation (e.g. HESA, HE-BCI, HEIF, KEF and other returns)
- Ensure reporting is accurate, timely and compliant with external requirements
- Monitor changes in reporting requirements and implement necessary process improvements

Stakeholder Engagement

- Build strong working relationships with key stakeholders across the University
- Work cross-functionally with Finance, Planning, HR and academic Schools
- Provide clear and effective communication of financial and performance information to both financial and non-financial audiences
- Support senior leadership through the provision of high-quality analysis and insight

Other

- Undertake any other duties commensurate with the grade and nature of the post
- Engage in training and development as appropriate

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 outlined in the document.

Organisational Responsibility

Reporting to the Deputy Director - Integrity, Risk & Compliance, the post-holder will:

- Directly manage:
 - Two Post-Award Team Leaders
 - Research & Innovation Finance and Reporting Officer
 - Research and Innovation Finance Officer
- Work in close partnership with:
 - Finance
 - Planning
 - Academic Schools
 - Other Research and Innovation Office teams

Budget Responsibilities: NA

Structure Chart: [RIO Org Chart - 24.02.26.pdf](#)

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	Significant experience of working in a financial or research management role in Higher Education or a closely aligned sector	1,3
	Experience of financial planning, budgeting and forecasting	1,3
	Experience of managing, analysing and interpreting complex datasets	1,3
	Experience of preparing reports for senior stakeholders and committees	1,3
	Experience of working in a complex organisational environment	1,3
	Experience of leading and managing teams	1,3
Skills and abilities	Strong financial acumen, including the ability to interpret and present financial data	2,3
	Ability to explain variances between forecasts, budgets and actuals and identify key drivers	3
	Experience of developing and using financial models	1,3
	Understanding of cash flow management and financial risk	1,3
	Excellent analytical and problem-solving skills	1,3
	Strong written and verbal communication skills, including report writing	1,3
	Ability to prioritise work and meet deadlines	1,3

	Ability to influence and work effectively with stakeholders across functions	1,3
	High level of IT and data analysis skills	1
Knowledge	Strong understanding of research funding and reporting requirements	1
	Knowledge of statutory and external reporting frameworks	1,3
	Awareness of financial governance, audit and compliance requirements	1,3
Qualifications and Training	Accounting Degree or Accounting Qualification (ACCA, ACA, CIMA, CIPFA, ICAEW)	1
	Demonstrable commitment to continuing professional development	1
	Willingness to undertake further training and adopt new procedures	1,3
Other	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion.	1,3

Desirable Criteria: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential criteria.

Area	Criteria	Stage
Experience	Experience of statutory research & innovation reporting (e.g. HESA, HE-BCI, HEIF, KEF)	1,3
	Experience of managing financial aspects of research funding	1,3
	Experience of developing KPIs and performance frameworks	1,3
Skills and abilities	Advanced financial modelling skills	1
	Advanced Excel or data analysis capability	1
	Experience of continuous improvement and process development	1
Qualifications	A specific research management qualification (for example ARMA certificate)	1

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 person's 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 redeployee is identified.