

# Research Finance Manager

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## POSITION OVERVIEW

<b>Location</b>	Remote working and London-based (as per business requirements) Devon House, E1W 1LP
<b>Term</b>	Permanent
<b>FTE</b>	1 FTE
<b>Salary</b>	£40,000 - £45,000 dependent on experience
<b>Benefits</b>	Benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare
<b>Reports to</b>	Director of Research Services
<b>Start</b>	ASAP

## Purpose of role

Do you have experience of working in UK University post-award research finance? Are you looking for a flexible position with the option of remote working (with on-site working when required)?

Northeastern University London (NU-London) is expanding its research base and is looking for a knowledgeable and self-sufficient individual to set up and lead its post-award research finance function. The successful candidate will develop robust processes and procedures for managing research finance that adhere to external regulations; be the first point of contact for research finance queries; lead on relevant institutional audits, help to manage the institution's budget for PhDs and contribute to the development of a full economic costing model for the University.

The successful candidate will have experience of post-award finance in a UK research-intensive university, have first hand-knowledge of a range of funders, including UKRI, EU Horizon Europe and UK learned societies and charities. Experience of knowledge exchange/innovation funding would be beneficial.

You will be required to work collaboratively: liaising with the Director of Research Services, academics, senior leadership, finance, HR, Northeastern University and external bodies such as HESA, OfS and national funders.



NU London is not currently eligible to receive UKRI funding and thus this position will initially be focussed on developing best practice and robust procedures to support the University's growth whilst managing our existing, small, grant portfolio and PhD budget. It's an exciting and unique opportunity to set up research finance from the ground up in an ambitious institution seeking to expand.

### **About Northeastern London**

NU London is the European campus of Northeastern University and the UK's newest University. Northeastern University is a large, top-tier, research intensive (annual grant income \$200m+), Boston-based institution, with campuses across North America and London. Through this network NU expands opportunities for flexible, student-centred learning and collaborative, solutions-focused research. Our world-renowned approach empowers our students, faculty, alumni, and partners to create impact far beyond the confines of discipline, degree, and campus. Our faculty scholars and students work in teams that cross not just disciplines, but also sectors—aligned around solving today's highly interconnected global challenges and focused on transformative impact for humankind.

NU London's campus is situated in St Katharine's Dock, on the banks of the River Thames, next to Tower Bridge, and comprises three faculties in the disciplines of humanities, social sciences and computing, mathematics, engineering and natural sciences. NU London currently has two Northeastern University research institutes: Network Science and Experiential AI; and seven interdisciplinary research clusters: AI and Information Ethics ; Social Dynamics and Behaviour; Digital Governance; Globalisation and Deglobalisation; Reimagining HE in the age of AI; Data Science and the Humanities; and Cities Past, Present and Future. Founded in 2012 as 'New College of the Humanities', NU London has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, with taught degree awarding powers granted in February 2020. The University currently has over 50 research faculty (150 faculty in total), it will welcome its first PhD students this year, and has ambitions to apply for Research Degree Awarding Powers and submit to the next REF.

## Key responsibilities

- Responsibility for delivery of the day-to-day financial management of the university's research and knowledge exchange grants and contracts portfolio.
- Interpret complex contract documentation and funder terms and conditions and be able to communicate this information clearly to Principal Investigators (PIs) and collaborators.
- Prepare and present regular financial reports to PIs, department heads, and university administration, providing insights into project financial performance, potential risks, and recommendations for remedial actions.
- Keep updated on sector best practice and funder regulations, ensuring projects adhere to compliance requirements.
- Oversee financial aspects of subcontracts and collaborations, ensuring proper documentation, invoicing, and payments.
- Identify opportunities to enhance financial processes, streamline workflows, and implement best practices for research financial management.
- Prepare financial documentation for internal and external audits, supporting auditors in reviewing project finances and maintaining accurate records.

## Qualifications

- Bachelor's degree (essential)
- Accountancy qualification or other professional qualification e.g., ARMA Certificate (desirable)

## Key Criteria

- Extensive experience of financial management of research projects from a range of funders including UKRI and Horizon Europe (essential)
- Experience of knowledge exchange and/or innovation funding (desirable)
- Experience of introducing policies, procedures, processes and systems effectively (essential)
- Understanding of research grant financial management best practice and UK regulations (essential)
- Proficiency in financial software, accounting systems, and Microsoft Office (essential)
- Proven ability to form productive working relationships with the research community, including researchers, senior management and external organisations (essential)
- Excellent numeracy skills (essential)
- Excellent interpersonal and communication skills, both written and oral (essential)
- Excellent time-management and organisational skills (essential)
- Excellent active listening skills (essential)

## Application Process

Applications should be made via [this link](#) by **20:00 on 08<sup>th</sup> October 2023**. Please reference your application to “**RFM0923**”. Participation in the equal opportunities section is encouraged, but voluntary.

Please ensure that your application includes a CV and a covering letter. Applicants should address the selection criteria and indicate how their background and expertise align with the job role. You may use bullet points if you wish.

Candidates are welcome to make informal enquiries. Please email Alice Caryer ([alice.caryer@nulondon.ac.uk](mailto:alice.caryer@nulondon.ac.uk))

Names and contact information of references should be provided through the cover letter. References will only be sought for finalists.

Participation in the equal opportunities section is encouraged, but voluntary. Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.