Finance and Research Support Administrator
Centre for Health Economics

Closing date: 11 February 2018
Interview date: 9 March 2018
Vacancy reference: 6359
INTRODUCTION

With around 60 research staff, the Finance function in CHE is crucial in a department where funding is mainly dependent on applications for external funding through competitive grant bids. In a typical year, researchers make around 50 applications and at any one time, around 35-40 live grants are running in the department. The finance function in CHE is fulfilled by two part-time Finance and Research Support Officers and one full-time Finance and Research Support Administrator who work closely with the Head of Department, key budget holders and the University Management Accountant to manage CHE’s finances. Some day-to-day, routine finance tasks are carried out by two administrative staff who support the finance function as part of their wider role. We wish to appoint a part-time post to join the finance team to start as soon as possible.
Main purpose of the role

To be the first point of contact for academic and research staff in the research grant process and deliver a high quality administrative service to support staff in applying for and running research grants. To provide specialist financial support and advice to the department. Responsible for the administration, monitoring management and planning of financial activities.

The post holder is expected to contribute to the effective and efficient use of research funding and resources through administration of budgets and financial control systems. The role holder will work closely with relevant staff to ensure that all aspects of research project funding are managed efficiently liaising closely with the University Research Grants and Contracts Office. Providing pre and post-funding award support, assisting with preparation and costing of research funding proposals, liaison with external organisations and collaborators, and monitoring budgets on current projects.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Administration of the departmental budget (estimates, transfer of monies within accounts, Agresso and journal entries), financial monitoring of research projects, suspense accounts, consultancy accounts, studentships and other activities such as short courses, conferences and events, general purchasing cards and expenses.

Pre-Award Support:

- Assist principal investigators (PIs) with the preparation of research grant applications.
- First point of contact for research staff in the research grant process, delivering high quality administrative service, supporting research applications and the monitoring of budgets. This includes providing advice on application procedures and eligibility criteria, completing project costings on Worktribe, coordination with collaborators, obtaining authorisations, and ensuring timely submission of applications.
- In conjunction with Research Grants and Contracts Office (RGC), ensuring that applications are made in line with University policies and procedures as well as the funder or sponsor’s guidelines, liaise with relevant stakeholders on contractual matters.
- Regular liaison with the University’s RGC, with external funders and collaborators in other Universities.
- Develop and provide training, documentation and intranet pages to assist researchers with funding application process and financial information.
- Ensure RGC and stakeholders receive prompt information on successful and rejected applications.

Post Award support:

- Ensure that key contractual obligations of individual grants and contracts awarded have been highlighted to the relevant researcher.
- Assist researchers with reports to funders and financial management of live awards by providing relevant financial summaries and pro-actively monitoring awards to identify any potential budgetary issues. Liaise with researchers and RGC to resolve issues.
- Liaise with RGC on any grant transfers to/from other universities.
- Assist researchers with the co-ordination of financial contributions from sub-contractors/collaborators.

General:

- To supervise the financial tasks of two members of administrative staff who do routine ordering, purchasing and file maintenance as part of their role. Allocate work and ensure that tasks are completed as required, in a timely fashion, providing training and guidance as required.
JOB DESCRIPTION

- Provision of financial reports and management information as required by senior managers and budget holders. For example, reports for management meetings and information for the Research Excellence Framework exercise.

- Expert user of Agresso, Worktribe, YEP, online store, travel booking systems, providing training and information for other users. Liaison with NYS.

- Attend all new finance systems training and participate in development of new systems

- To be an active member of the University’s Research Administrators’ Forum (YRAF), UK Health Funding Administration Group, Finance System Sounding Board, Social Science Research Support meetings and contribute to the on-going development of University research processes and systems.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.
# PERSON SPECIFICATION

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<thead>
<tr>
<th><strong>Qualifications</strong></th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>AAT Technician level accountancy qualification or equivalent experience</td>
<td>Essential</td>
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<tr>
<th><strong>Knowledge</strong></th>
<th>Essential / Desirable</th>
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<tr>
<td>Excellent working knowledge of financial systems, the principles of financial management and accounting practices within a large complex organisation</td>
<td>Essential</td>
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<td>Knowledge of funding bodies for research and Higher Education</td>
<td>Desirable</td>
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<tr>
<td>Working knowledge of Agresso, Worktribe, Jes</td>
<td>Desirable</td>
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<tr>
<td>Knowledge of funding bodies: Department of Health, MRC, ESRC</td>
<td>Desirable</td>
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<td>University financial regulations</td>
<td>Desirable</td>
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<tr>
<th><strong>Skills, abilities and competencies</strong></th>
<th>Essential / Desirable</th>
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<tr>
<td>Proven skills and ability for managing budgets, forecasting and production of finance and management reports</td>
<td>Essential</td>
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<td>Proven ability to review processes and procedures and make recommendations for improvements, implementation of changes</td>
<td>Essential</td>
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<td>Proven ability to provide advice and guidance on complex financial issues</td>
<td>Essential</td>
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<td>Excellent numeracy skills</td>
<td>Essential</td>
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<td>Skills in staff supervision</td>
<td>Essential</td>
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<td>Ability to work with financial operating systems</td>
<td>Essential</td>
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<td>Excellent computing skills for Microsoft Office, particularly Excel and Word</td>
<td>Essential</td>
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<td>Ability to use travel booking systems</td>
<td>Essential</td>
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<td>Ability to work independently and prioritise work and meet deadlines</td>
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<td>High level of accuracy and attention to detail</td>
<td>Essential</td>
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<tr>
<th><strong>Experience</strong></th>
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<tr>
<td>Extensive experience of financial systems</td>
<td>Essential</td>
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<tr>
<td>Experience of University finance procedures and operating systems</td>
<td>Desirable</td>
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<tr>
<td>Experience of managing, producing and presenting financial reports</td>
<td>Essential</td>
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<tr>
<td>Experience of ensuring compliance with financial policies and regulations</td>
<td>Essential</td>
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<tr>
<td>Experience of supervising staff</td>
<td>Desirable</td>
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<tr>
<td>Working experience of Agresso and Worktribe financial systems</td>
<td>Desirable</td>
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<td>Working knowledge of Evolvi, Conferma</td>
<td>Desirable</td>
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## PERSON SPECIFICATION

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<tr>
<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability to work as part of a team developing effective working relationships</td>
<td>Essential</td>
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<td>Ability to communicate effectively and liaise with research and other university staff</td>
<td>Essential</td>
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<td>Ability to liaise with finance and research partners/stakeholders in external academic and research organisations within and outside of the UK</td>
<td>Essential</td>
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<td>Ability to handle confidential/sensitive information in appropriate way and understanding of data protection</td>
<td>Essential</td>
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<tr>
<td>Awareness and commitment to equality and diversity</td>
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THE DEPARTMENT

Background

The Centre for Health Economics (CHE) was established at the University of York in 1983, and was one of the world’s first research institutes dedicated to the study of the economics of health and health care. It rapidly established a leading international reputation, and is now one of the world’s largest health economics research centres. In a ranking of the top 100 institutions in health economics in the world, the University of York has been ranked 7th, the highest ranking European institution.

We have a track record of over 30 years in delivering high quality policy-relevant research which makes a difference to society. We maintain high scientific standards and place a premium on the rigour and quality of our work. Our mission is to be a globally recognised research centre, committed to the development and application of the discipline of economics in order to promote health and wellbeing through the effective, efficient and equitable use of scarce resources.

Research

The defining characteristics of CHE’s research are:

Methods rigour: CHE’s research is distinguished by a major focus on the development and application of advanced methods and analytical techniques to address important and complex questions.

Policy focus: We aim to inform and influence health policy and practice, nationally and internationally.

Engagement: We work alongside decision-makers, practitioners and academic colleagues to prioritise, design and deliver timely research which is communicated effectively to relevant users in accessible formats, including a range of teaching and training activities.

Excellence: We have a long track record of producing high quality research, spanning over 30 years, within a leading UK institution and in one of the world’s top 100 universities.

The core research themes covered by CHE are:

Economic evaluation of health technologies

- Econometric methods
- Equity in health and health care
- Health and social care
- Health policy
- Global health

Further details of the projects and topics within the core themes can be found on our website:

http://www.york.ac.uk/che/research/
THE DEPARTMENT

Our impact

CHE’s researchers play a leading role in many national and international societies and make high-profile presentations at scientific meetings across the world. CHE has a very strong policy impact both nationally and internationally. Within the UK, examples include work at the most senior level with policy formulation in the Department of Health and its devolved equivalents, HM Treasury, The National Institute for Health and Care Excellence, the Office for National Statistics, Cabinet Office and Home Office.

Staff at CHE publish in the leading international journals in their field, and the two leading health economics journals are edited from York.

The world leading research undertaken by the Centre for Health Economics has been recognised by the University of York’s ranking as equal 7th in the country for Public Health, Health Services and Primary Care in the national assessment of the quality and impact of research in the 2014 Research Excellence Framework (REF). CHE was part of the submission made jointly with the Department of Health Sciences, the Centre for Reviews and Dissemination and the Hull-York Medical School. The results published on 18 December 2014, showed that 83% of the research submitted was rated as world leading or internationally excellent. The impact of our research on society and citizens was also rated equal 7th; and we were ranked equal first for research environment, one that is conducive to producing research of world-leading quality, in terms of vitality and sustainability. The University of York as a whole performed well in the latest REF, being ranked 14th overall and 10th for the impact of its research.

The University of York offers scope for many fruitful collaborations and CHE has strong links, via joint interests, research projects and appointments, with several departments including the Department of Economics and Related Studies, the Department of Health Sciences, the Centre for Reviews and Dissemination, the Hull-York Medical School, the Department of Biology, and the Social Policy Research Unit.

Internationally, CHE researchers have worked at a senior level with many national ministries and health care agencies, in countries in every continent, and with international organizations including the World Health Organisation, the World Bank, the International Monetary Fund, the European Commission and the Organisation for Economic Cooperation and Development.

In 2007, the University of York was awarded the Queen’s Anniversary Prize for Higher and Further Education, in recognition of the contribution health economics research has made to the way society thinks about health and health care over the last 25 years.
Teaching and training

CHE attracts over 300 people a year from all over the world to be trained in the methods developed by our researchers. The York Expert Workshops in the socio-economic evaluation of medicines has been running for over 20 years, aimed at decision-makers and academics. We run a further five short courses focusing on methods and applied research methods: [http://www.york.ac.uk/che/courses/short/](http://www.york.ac.uk/che/courses/short/).

There are currently 11 PhD students based at CHE, supervised by our staff and registered either in the Department of Economics and Related Studies or in the Department of Health Sciences. We run an active visitor programme, hosting around 20 visitors each year from all over the world and offering the Alan Williams Fellowship programme to support visits from early and mid-career researchers.

CHE is part of the recently established Research Centre for Social Sciences: [http://www.york.ac.uk/social-science/](http://www.york.ac.uk/social-science/), a £2 million investment for research training at disciplinary and interdisciplinary levels, offering dedicated facilities for research and provision for workshops, visitors, and conferences. It is the home of the ESRC Doctoral Training Centre which houses around 70 PhD students as well as associated research groups. The centre brings together 11 departments and centres across the social sciences at York to provide a focal point for research. CHE has access to excellent research infrastructure, including lecture theatres, seminar rooms, and focus group rooms with audio-visual recording facilities. High quality computing facilities dedicated to the social sciences are available for computationally intensive analysis and a computing lab is available for training and related events.

Athena SWAN

At CHE we strive to provide a supportive and family friendly work environment and to offer equal opportunities to all staff members. We have an Athena SWAN bronze award which recognises our commitment to good practice in recruiting, retaining and supporting the careers of women. We will continue to build on this success by further improving our processes and ensure fair, flexible, accessible and transparent working conditions for all members of staff.

See: [http://www.york.ac.uk/che/athena-swan/#tab-1](http://www.york.ac.uk/che/athena-swan/#tab-1)

Further information about the department is available at: [http://www.york.ac.uk/che/](http://www.york.ac.uk/che/)
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6359
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 11 February 2018.

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to
Trish Smith, Centre Manager
trish.smith@york.ac.uk or
Tel +44 (0)1904 321444

or Prof Gerry Richardson
gerry.richardson@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835