Finance and Project Support Assistant

Centre for Reviews and Dissemination

Closing date: 27 June 2018

Interview date: To be confirmed

Vacancy reference: 6759
INTRODUCTION

CRD is a research department with 47 members of staff whose funding is mainly dependent on applications for external funding through competitive grant bids. Finance and administration functions are therefore crucial to CRD success.

The finance function in CRD is currently fulfilled by the Office Manager who works closely with the Head of Department, key budget holders and the University Management Accountant in managing CRD’s finances. Some day-to-day routine finance task are carried out by an Administrative Assistant who supports routine finance functions as part of their wider role.

As CRD has significantly expanded numbers of research applications, grants and contracts, we seek to appoint a part-time Finance and Project Support Assistant to support the associated increased finance and administrative workload. The post is available immediately.
Main purpose of the role

To co-ordinate and support the day-to-day financial & purchasing operations of CRD, a University research department; facilitating the smooth running of research and finance administrative services.

The post holder will 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 the Office Manager and relevant staff (within the department and the University) to ensure that all aspects of research project funding are managed efficiently. Providing pre and post-funding award support, assisting with preparation and costing of research funding proposals and monitoring budgets on current projects.

Key responsibilities

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

Pre-Award Support

- Support the Office Manager in assisting principal investigators (PIs) with the preparation of research grant applications: this will include completing project costings using the University’s costing system; co-ordinating input from collaborators and subcontractors; obtaining appropriate authorisations; and ensuring timely submission of applications
- In conjunction with Research Grants and Contracts Office (RGC), ensure that applications are made in line with University policies and procedures as well as the funder or sponsor’s guidelines
- Ensure that RGC and stakeholders receive prompt information on successful and rejected applications
- Liaise with the University’s RGC, with external funders and collaborators in other Universities

Post Award Support

- Monitor income/expenditure against research projects, ensuring projects are charged correctly and identifying and rectifying any incorrect charges
- Proactively monitor live awards and identify and alert the Office Manager and PI’s of any potential budgetary issues
- Provide PIs with regular simple financial summaries
- Support and provide backup for the Office Manager in the overall financial management of live awards
- Support the Office Manager and PIs with preparation of reports to funders

General Finance and Administrative Duties

- Act as a point of contact and respond to a wide range of financial enquiries from staff, finance department and external suppliers
- Support the Office Manager in providing management information to departmental managers/committees on applications pending, success rates and live awards
- Analyse, manipulate and interpret information in order to assist the Office Manager with compiling detailed summary reports and maintain and update departmental finance monitoring spread sheets
- Support the Office Manager in general finance and administrative duties. This will include processing purchase orders, invoices, internal service charges, expense claims, proforma/invoice requests, petty cash transactions, credit card payments, monthly journals, and maintain electronic and paper records of these transactions
- Support and contribute to the development of office administrative systems, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness
- Maintain an auditable financial filing system
- Assist with travel bookings for staff, including correct use of work orders and account codes
JOB DESCRIPTION

- Use Agresso, Worktribe, YEP, online store and travel booking systems to carry out the above finance and purchasing functions (training will be provided as required)

- Apply a good working knowledge of research related administrative systems to answer queries and resolve problems from colleagues

- Maintain a good working knowledge of relevant University policies such as the University of York travel and expenses policy; University preferred suppliers; University finance processes and also University and departmental processes in relation to applying for grant funding

- Attend all new relevant finance systems training

- Provide additional general administrative support for general administrative processes that ensure the smooth running of the department, including answering the phone, greeting visitors and when required provide further assistance to other Administrators with organising meetings and events

- Any other duties that fall within the scope and grading of the post
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A general education to include 5 GCSE passes at Grade C or above (including Maths and English) and an A level qualification or equivalent</td>
<td>Essential</td>
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<td>A financial qualification or relevant experience</td>
<td>Essential</td>
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<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge of a full range of MS office applications particularly Word, Excel</td>
<td>Essential</td>
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<td>Knowledge of office accounting processes</td>
<td>Essential</td>
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<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
<td>Essential</td>
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<tr>
<td>Knowledge of the Agresso Financial System, Worktribe and YEP</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<td>Strong IT skills, with the ability to use Microsoft Office, particularly Word and Excel</td>
<td>Essential</td>
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<td>Strong skills in creating and maintaining Excel spreadsheets to monitor income and expenditure</td>
<td>Essential</td>
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<td>Numeracy &amp; literacy skills with the ability to monitor expenditure against a financial account/budget and to maintain accurate records</td>
<td>Essential</td>
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<td>Ability to communicate effectively with a wide range of people, orally and in writing using predominantly email</td>
<td>Essential</td>
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<td>Ability to effectively organise and prioritise own work and follow procedures in order to Produce work to a high standard, to required deadlines</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>Ability to use travel booking systems</td>
<td>Essential</td>
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<td>High level of accuracy and attention to detail</td>
<td>Essential</td>
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<td>Ability to work individually and as part of a team</td>
<td>Essential</td>
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<th>Experience</th>
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<tr>
<td>Experience of working in an administrative/finance role in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Experience of budget management</td>
<td>Essential</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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<td>Personal attributes</td>
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<td>Able to work as a member of a team developing effective working relationships</td>
<td>Essential</td>
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<td>Able to work flexibly, remain calm under pressure and work to tight deadlines</td>
<td>Essential</td>
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<td>Willing to expand knowledge and enhance career development</td>
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<td>Able to handle confidential/sensitive information in an appropriate way</td>
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THE DEPARTMENT

Background

The Centre for Reviews and Dissemination is a research department that specialises in evidence synthesis. We have been conducting and disseminating the findings of systematic reviews and developing underpinning methods for over 20 years.

We currently have 47 members of staff consisting of researchers, clinicians, information specialists, administrative staff and postgraduate students, including NIHR Academic Clinical Fellows, as well as Visiting Academic Fellows. We collaborate widely with colleagues in the University of York and CRD is co-located and has long-standing and successful collaborative partnerships with the Centre for Health Economics (CHE), the Department of Health Sciences, the Social Policy Research Unit (SPRU) and the Hull York Medical School (HYMS). Together these departments constitute a health services research network - a broad, multi-disciplinary grouping that includes academic public health, primary care, and secondary (specialised) health service expertise as well as strengths in epidemiology, trials, evidence synthesis, informatics, bioethics and social policy research. Externally, we work with relevant groups in the UK and internationally, and have strong links with both the Cochrane and Campbell Collaborations and host the Cochrane Common Mental Disorders Group.

Many of our systematic reviews have had a direct influence on national policy and have achieved international impact. The world leading research undertaken by CRD, CHE, the Department of Health Sciences and HYMS has been recognised by the University of York’s ranking as equal 7th for Public Health, Health Services and Primary Care in the 2014 Research Excellence Framework. The results show that 83% of our research was rated as “world leading” or “internationally excellent". Our research spans health technology assessment, public health and policy and service delivery and organisation, all underpinned by a programme of methodological development.

The new advertised role will provide central support within CRD that is vital in underpinning research activities. This will include supporting the overall departmental administrative functions, its research management and finances functions and working closely with the Office Manager and the Administrative Assistant in providing this support.

Health Technology Assessment

Our largest programme of work is in health technology assessment. This includes Technology Assessment Reviews (TAR) funded by the NIHR Health Technology Assessment Programme, which are undertaken in collaboration with CHE. For NICE, we carry out critical reviews of manufacturer submissions under the Single Technology Appraisal process and review, synthesis and modelling under the Multiple Technology Appraisal process and the Diagnostic Assessment Programme. Ongoing and recently completed TAR work includes: a single technology appraisals of axicabtagene...
cileucel for treating diffuse large B-cell lymphoma, mediastinal B-cell lymphoma and follicular lymphoma and of crizotinib for untreated non-small cell lung cancer; an assessment of a highly specialised technology strimvelis for treating severe combined immunodeficiency caused by adenosine deaminase deficiency and an HTA short report on management strategies for phantom limb pain.

Outside of TAR, we undertake systematic reviews and economic evaluations of benefits, harms and costs of a range of healthcare interventions. Current work includes:

- NIHR Cochrane Programme of nutritional interventions to promote optimal growth and development in preterm infants
- NIHR Postdoctoral Fellowship to assess strategies to reduce antibiotic use in children with cancer
- PCORI funded IPD meta-analysis of progestogen for prevention of preterm birth
- NIHR HTA funded evidence synthesis of interventions for complex traumatic events
- NIHR HTA funded IPD meta-analysis and economic evaluation of Applied Behavioural Analysis interventions for pre-school children with autism
- Cochrane reviews of common mental disorders.

Public health and policy

CRD has a track record of undertaking systematic reviews to address important public health questions. As a collaborator in the DH Policy Research Programme (PRP) funded Public Health Research Consortium we are completing a series of reviews on multiple risk behaviours. We are also working with colleagues in the Department of Health Sciences on a NIHR Public Health Research Programme funded project addressing novel psychoactive substances.

We work in partnership with the EPPI-Centre, London and the London School of Hygiene and Tropical Medicine to provide a Department of Health (DH) supported policy reviews facility that supports national policy development and implementation, develops improved methods for evidence synthesis and promotes global awareness of the importance of reviews in decision-making.

Service Delivery and Organisation

CRD provides the NIHR Health Services and Delivery Research (HS&DR) Evidence Synthesis Centre. We summarise key evidence for managers and clinical leaders, producing authoritative single-source documents that provide clear messages in complex areas. The programme is led by CRD in collaboration with SPRU and CHE, and the EPPI-Centre, London.

Cochrane Common Mental Disorders Review Group

CRD hosts the Common Mental Disorder (CMD) Group which is one of 52 Cochrane review groups worldwide. CMD is an international network of individuals and organizations committed to preparing and disseminating systematic reviews.
on the prevention and treatment of common mental disorders such as depression, anxiety disorders, eating disorders, somatoform disorders and suicide. Cochrane systematic reviews are published in The Cochrane Library. Cochrane reviews are recognised as the gold standard in evidence-based health care.

**Underpinning methods of synthesis**

Methodological development underpins all of our research and we have particular interests in network meta-analysis and IPD synthesis including enhancement of statistical models, risk prediction and combining observational with experimental data. We are involved in developing approaches to utilise trial data and information increasingly being released under open data and data sharing initiatives. Other areas of interest include methods of narrative synthesis and defining methods and approaches to “rapid evidence synthesis”.

**Knowledge Translation**

Active dissemination and knowledge transfer is integral to CRD research and we aim to communicate research findings in ways that maximise usefulness, uptake and use in practice. Effectiveness Matters is a CRD bulletin that provides concise summaries of reliable research evidence for practitioners and decision makers in the NHS and public health.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 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 are ranked 16th in the Times & Sunday Times league table (2017). 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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
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](http://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 6759
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 27 June 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 Vanda Castle, Office Manager: vanda.castle@york.ac.uk Tel: +44 (0) 1904 321047.

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

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