Research Grant Finance Officer

Department: Centre for Health Economics

Hours of work: Full time | 37 hours per week

Contract type: Open Contract | subject to funding, which is currently available until 31st August 2027

Salary: Grade 6 | £34,308 - £42,155 a year
Introduction

The Centre for Health Economics (CHE) at the University of York is a world-leading research-only department with a successful track record of health economics research spanning almost 40 years. It has around 60 research staff and an annual income of close to £6 million raised almost entirely from external competitive grant funding from a wide range of funders. It undertakes research across most areas of the discipline, with national and international collaborators and a wide range of policy and practice partners. It offers a suite of short courses to a wide range of professionals. It is a vibrant and diverse research department with an outward looking focus and a mission to undertake research that makes a difference to society.

In recent years CHE has developed activity relating to research in global health economics undertaking various types of research relating to how resources are, and should be, used to improve the health and wellbeing of populations in low- and middle-income countries. Further information on this and other research projects can be found here: https://www.york.ac.uk/che/research/global-health/

The Centre for Health Economics (CHE) wishes to appoint a Research Grant Finance Officer to play a key role in the financial management of its research programmes in Global Health Economics and related activities, in particular to the National Institute for Health Research (NIHR) Global Health Unit titled: Health financing for Universal Health Coverage in challenging times: leaving no-one behind. This project is in joint collaboration with the Institute of Economic Growth in India and has partners in Brazil, Indonesia and South Africa.

This role is also part of CHE’s Finance Office, so will provide additional financial support to the centre’s research and departmental activities, specifically in the area of Global Health.

Main purpose of the role

Primarily, the post-holder is responsible for providing effective financial management of the NIHR Global Health Unit and supporting the Joint-Lead Applicants, Co-Applicants, Project Manager and overseas collaborator teams in meeting the funder’s financial and compliance requirements.

This new post will be responsible for comprehensive day-to-day financial management of the NIHR Unit including regular monitoring of project budgets (e.g., reconciliations, forecasting and re-profiling), income receipts and transfers, standard accounting practices (e.g., journals, accruals and prepayments), and processing project expenditure in line with funder eligibility requirements. You will also be comfortable reviewing transactions and evidence incurred in foreign currencies and managing the budgetary implications of fluctuations in exchange rates. You will be responsible for the preparation of financial grant claims, statements, and audits, which will include recurrent meticulous inspections of project transactions, ensuring relevant and accurate supporting documentation and evidence is available upon request.

You will collaborate regularly with the University’s central Research Grants Operations (RGO) office and Research Knowledge and Exchange Contracts (RKEC) team in order to provide support and training to project teams (both in the UK and overseas) on complex guidelines, regulations and contractual obligations - including Official Development Assistance (ODA) funding conditions – and due diligence requirements.

Alongside the Unit financial support this new role will also be part of CHE’s Finance Office which provides financial support to the centre’s research and departmental activities. In this role you will work closely with CHE Finance colleagues, Project Support staff and CHE’s Research Centre Manager & Coordinator to provide
support and advice to the department as well as pre & post award financial management for some of CHE’s other Global Health research projects.

The post-holder will also be a valued member of CHE’s wider support staff team. Further information on the team can be found here: https://www.york.ac.uk/che/staff/admin-support/

**Key responsibilities**

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

1. **Role Specific Responsibilities**
   - Provide excellent financial management of the NIHR Unit, which would include: monitoring of project budgets (reconciliations, forecasting and re-profiling) and income transactions; the processing and review of all project expenditure; and processing accruals, prepayments and other journals as required.
   - The preparation of financial grant claims and statements including: checking eligibility of expenditure - sourcing and filing evidence as required; income payments and transfers; liaising and guiding external partners with their financial reporting and evidence collation; and managing the budgetary implications of fluctuations in currency exchange rates if applicable.
   - Liaising with internal, external and funder auditors as required - and being responsible for checking expenditure and income transactions against funder and University policies; and working with Research Grants Operations (RGO) to provide detailed financial information, eligible transaction evidence and reports, as required.
   - Collaborate with the RGO office in order to meet Due Diligence and ODA compliance requirements. This could include the distribution and checks of due diligence forms and evidence, and facilitating the completion of Good Financial Grant Practice (GFGP) and International Aid Transparency Initiative (IATI) submissions. Escalating matters and assisting partner organisations as required.
   - Regular liaison with the University’s Research Knowledge and Exchange Contracts (RKEC) team on required project agreements (Main Agreements, Collaboration Agreements, Sub-contracts, Data Sharing Agreements, etc), communicating with funders and partner organisations as required, and helping the central research office coordinate grant transfers from other universities - including financial reconciliations, income transfers, audit and contract novations.
   - Being the first point of contact for financial queries from Principal Investigators/budget holders, researchers and academics both within the University and in partner organisations. Proactively liaising with the University’s central RGO office to advise on complex guidelines and regulations (e.g., funder general and project requirements, VAT, external legislation, University policies).
   - Ability to understand and interpret funder and University guidelines; hence able to identify & help to solve complex issues and provide guidance either independently and/or with the assistance of colleagues and other specialists across the University.
   - Liaise closely with Principal Investigators, Project Managers and Project Coordinators to help ensure all contractual obligations for deliverables, governance, data management and reporting are met as well as the regular monitoring of project risks.
   - Collaborate and work closely with colleagues in CHE to provide effective financial and resource management of CHE’s research portfolio and other departmental activities. Including: accurately preparing and reviewing grant costings for research funding applications; the recording and
maintaining of staff time allocation records; preparing for quarterly reviews and financial year-end; assisting with financial information required for departmental strategic planning, income forecasting; TRAC & REF returns as required.

- Assist with the development and delivery of training and supporting documentation, and pro-actively facilitating the sharing of knowledge amongst relevant research support staff both within the University and in partner organisations.

2. University of York Responsibilities for Grade 6

Service and Operational Delivery

- Oversee a responsive and proactive support service to ensure service expectations are met.
- Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
- Contribute to operational leadership teams and decision making to shape the nature and level of support services.
- Implement changes to the design and development of a service.
- Accountable for delivery of a service within a defined area or defined responsibilities.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis

Continuous Improvement

- Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
- Ensure the review and improvement of systems and procedures in line with University frameworks.
- Review internal and external practice to identify opportunities for future improvements or efficiencies.
- Apply expertise to identify, understand and propose resolutions for issues or problems.
- Proactively identify opportunities for building personal knowledge and skills, and ensure training and development needs of the team are met.
- Deliver knowledge sharing on specialist defined processes across the broader team.

Specialist Contribution

- Provide advice to stakeholders in relation to complex policy, procedures and regulations.
- Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
- Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
- Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
- Deliver training, teaching and/or development delivery for stakeholders.
Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
- Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Governance and Oversight

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of policy and procedures to take account of internal and external changes.
- Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation

- Plan, organise and prioritise the work of self and team members on a regular basis, taking into account operational needs and changing circumstances over the short to mid term.
- Contribute to longer term strategic planning of the team’s work.
- Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.
## Person specification

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<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tr>
<td>Educated to degree level or equivalent professional experience</td>
<td>Essential</td>
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<td>Good maths GCSE or equivalent</td>
<td>Essential</td>
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<td>Accountancy or business qualification and/or equivalent professional experience</td>
<td>Desirable</td>
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<td>Experience working in an administrative and/or financial role in a large, complex organisation</td>
<td>Essential</td>
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<td>Excellent working knowledge of financial systems (e.g., Agresso), and the ability to adapt to other systems, particularly those with a financial or research grants administration basis (e.g., Worktribe)</td>
<td>Essential</td>
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<td>Experience of ensuring compliance with financial policies and regulations, and providing eligible evidence as required (e.g., audits)</td>
<td>Essential</td>
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<td>Experience of working in research grants administration in a HEI or awarding body, or in a similar environment, where the required skills can be easily transferred</td>
<td>Desirable</td>
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<td>Excellent numerical skills, showing meticulous attention to detail when dealing with finances</td>
<td>Essential</td>
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<td>Proven skills and ability for managing budgets, expenditure monitoring and forecasting, and production of detailed finance and management reports</td>
<td>Essential</td>
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<td>Able to problem solve, identifying practical solutions to multi-faceted issues, escalating internally and externally to relevant stakeholders as required</td>
<td>Essential</td>
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<td>Ability to liaise with finance and research partners/stakeholders internally and in external academic and research organisations within and outside of the UK</td>
<td>Essential</td>
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<td>Developing/ implementing/ documenting new processes/procedures (involving a wide range of staff)</td>
<td>Desirable</td>
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### Qualifications:

Level 3 qualification. (Qualifications at this level include A levels. Please view the full list). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

### Skills - demonstrates the ability to:

Lead projects
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<th>Skill</th>
<th>Essential</th>
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<tr>
<td>Gather, analyse, interpret and report complex data/information</td>
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<td>Use digital technologies including Google applications and/or Microsoft Office</td>
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<td>Communicate effectively in verbal and written formats, including the use of a variety of digital tools</td>
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<td><strong>Behaviours:</strong></td>
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<td>Works collaboratively with others</td>
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<td>Delivers a quality service</td>
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<td>Develops self and others</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
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<td>Identifies and implements continuous improvement</td>
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