

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Post-Award Compliance Officer

## **College/Department**

University Research & Knowledge Exchange Office (URKEO)

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0283-21-R

## **Salary**

£23,725 to £25,944 per annum

## **Reports To**

Senior Programmes Manager - Compliance

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

Responsible for the post-award financial administration of externally funded projects and external reporting.

To ensure that contracted project spend, and outcomes are realised in a compliant manner. In particular, administering the grant funding claims process to ensure that grant claims are maximized and secured by robust audit trails. The role will also be required to support institutional reporting activity e.g. HEBCIS.

## **Principal Accountabilities**

1. Prepare fully evidenced quarterly claims for submission to funders (e.g. BEIS) and managing partners in line with the requirements of the Funding / Partnership Agreement and Contract regulations;
2. Monitor all financial transactions related to a portfolio of projects ensuring a clear audit and accountability trail, which ties back to activity.
3. Co-ordinate the completion and submission of timesheets from project staff based across multiple locations.
4. Ensure retention of auditable documentation through maintenance of both paper and electronic files relating to project spend, outputs, outcomes and claims.
5. Ensure all paper and electronic files are available in a timely manner, stored securely, archived centrally in accordance with external funders audit requirements, University audit requirements, data protection requirements and minimise risk to the Accountable Body.
6. Be responsible for the input and submission of claims for payment; ensure that claims information transmitted through other channels is secure/encrypted as appropriate.
7. Source payroll costing data on a monthly basis.
8. Produce month end accounting adjustments and commentary in line with the Finance Department accounting calendar.
9. Produce project forecasts and budgets for the University financial year including commentary.
10. Liaise with Business Accountants and Project Finance Admin staff to provide them with financial information for their projects.
11. Liaise with external project delivery partners to collate/supply necessary claim information.
12. Provide advice, guidance and training to both internal and externally funded project staff to ensure they are spending in line with budgets or forecasts and University/contract regulations.
13. Undertake other URKEO administrative procedures and tasks as required and handle internal and external enquiries responding in a timely and professional manner at all times.
14. Undertake project work as required to develop service levels and improve administrative functions that support the work of the URKEO.
15. Liaise with other University service departments e.g. Estates; Finance, ITS, Procurement, Marketing as required to support the work of the URKEO.
16. Undertake other duties as required in line with the spirit and grade of the post.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* A levels or equivalent qualification/level of experience
* HND or equivalent qualification/level of experience
* GCSE Maths and English at Grade C or above

#### **Experience**

* Experience of working in an environment with complex rules and regulation
* Significant experience of the financial administration of external funding
* Proven experience of managing a varied and demanding workload, including planning effectively, prioritising work and meeting deadlines for self and others
* Experience in using finance IT systems; creating and using spreadsheets and databases, email and the internet in an administrative context
* Experience of developing/improving administrative procedures/systems

#### **Skills, knowledge and abilities**

* A high standard of literacy, numeracy and IT skills (Excel / Access / Pivot Tables)
* Ability to consistently manage and meet deadlines
* Ability to work as part of a team
* Ability to communicate clearly with internal and external customers and colleagues and maintain professional working relationships with staff at all levels
* Ability to produce management information statistics in report or other form
* Ability to use initiative and be proactive when dealing with a range of issues and problems
* Ability to understand and interpret complex rules and regulations
* Evidence of problem solving and coordinating administrative tasks
* Evidence of working to procedures and of systems development

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)