

Finance Administrator (Research Contracts)

Job Description

1. Job Details

Job Title:	Finance	Department:	Management, Specialist and Administration
Line Manager:	Head of Business Partnering – Research	Grade and salary range:	Grade 4 £27,644 -£30,805
Full Time/Part Time:	Full Time - 37hrs per week, Monday to Friday	Duration of Appointment:	Permanent

2. Job Purpose

The Finance Administrator (Research Contracts) is responsible for providing comprehensive administrative and financial support to external research projects at the Scottish Association for Marine Science. This role ensures projects are delivered in compliance with institutional policies and funder requirements. The postholder will work closely with Project Leaders, research teams, and funding bodies to support high-quality research delivery.

3. Main Responsibilities

<i>Responsibility Areas</i>	<i>Approx. % of time</i>
Prepare and submit claims in line with contractual and project requirements, working to strict deadlines across multiple external systems and portals.	20
Maintain accurate research project data within NetSuite, ensuring complete and auditable financial records.	15
Monitor project budgets and liaise with stakeholders to support effective financial management and full utilisation of awarded funds	15
Provide specialist advice and support on project finance management, funding regulations and compliance requirements to colleagues, Project Leaders and stakeholders.	10
Act as a key contact and expert for major funding bodies, promoting best practice and sharing knowledge of funder requirements across the team.	10
Manage and prioritise workflows through a shared mailbox, ensuring timely responses and efficient coordination of queries and tasks.	10
Support the preparation and submission of research grant applications and associated financial documentation.	10
Coordinate and support internal and external audits by preparing accurate documentation and ensuring compliance with funding and audit requirements.	5
Assist in the development, review and maintenance of Standard Operating Procedures (SOPs), internal controls, policies and finance processes.	5

4. Planning and Organising

- Plan and manage workload using Outlook Tasks to ensure timely preparation of project claims.
- Prioritise and manage multiple concurrent projects while meeting deadlines.
- Organise meetings with Project Leaders to review project progress and reporting.
- Prepare Financial Expenditure Statements for issue to funders.

5. Problem-Solving

- Identify potential risks or administrative issues that may impact project progress.
- Analyse data and information to resolve discrepancies in budgets, documentation, or reporting.
- Liaise with finance, compliance, and research staff to address issues promptly and effectively.
- Recommend process improvements to enhance efficiency and compliance in project administration.

6. Decision-Making

- Prioritise tasks and manage competing deadlines.
- Provide accurate data to support decision-making by Project Leaders.

7. Key Contacts/Relationships

- The nature of the role implies contact with both internal and external stakeholders, including funders and project partners and auditors.
- Key internal contacts include all staff within Finance Department, Project Leaders and their teams.

8. Knowledge, Skills and Experience needed for the Job

Essential

- Experience of financial administration.
- Excellent organisational, analytical, and communication skills.
- Proficiency with Microsoft Office - Excel, Outlook and Teams.
- Experience of working in a busy office environment.
- Ability to work on own initiative and to prioritise workload to meet deadlines.
- Strong attention to detail.

Desirable

- Experience of research administration.
- Knowledge of research funding.
- Experience of Finance Business Partnering

9. Dimensions – Scope of role

Providing support, financial expertise, and advice across the SAMS Group.

10. Any other relevant information

The role has a requirement for CPD to keep up to date with changes in regulation or best practice. The post holder may be required to perform duties other than those given in the job description for the post.