**Finance Research Business Partner**

**Job Description**

**1. Job Details**

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| Department: | Finance | Job Family: | Management, Specialist and Administration |
| Line Manager: | Head of Business Partnering - Research | Grade: | 4 |
| Full Time/Part Time: | Part Time (0.74 FTE, 27.5 hrs per week) | Contract Type: | Permanent |

**2. Job Purpose**

The post holder will support the provision of high-quality financial management information and provide professional finance advice to senior managers and budget holders within SAMS.

You will produce accurate and timely claims against fund markers to ensure projects are properly compensated for works completed.

The post holder will proactively work with Project Managers/budget holders to resolve any concerns or difficulties with their financial performance and will assist in the preparation of the annual staff budget.

The post holder will proactively work with fund holders to ensure accurate and timely information is provided for fund audits.

**3. Main Responsibilities**

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| *Responsibility Areas* | *Approx. %**of time* |
| Manage, collate and review financial and administrative documentation for claims, financial reports and audit files so funds can be reclaimed. | 20 |
| Process claims and invoices as per contract requirements for projects, working to tight deadlines, using various external portals. | 20 |
| Support Business Partners by providing advice and guidance on funder and project finance management and contract queries. | 10 |
| Work with PIs and PMs to assist in the preparation and submission of Grant Proposals.  | 10 |
| Liaise with senior staff to advise on funder requirements and to ensure compliance with funding rules and full utilisation of budgets. Give guidance to new staff on project requirements. | 5 |
| Fully engage with fund audits ensuring compliance, accurate information and on time delivery to the customer and responding to contract queries from Compliance Manager. | 5 |
| Assist in the development, update and re-writing of SOPs in the Research area as well as internal control procedures and policies. | 5 |
| Assist in the updating of data on NetSuite for research projects and maintaining 100% audit trails. (research). | 5 |
| Monitor the Contracts mailbox and prioritise workflows with line manager. Maintain the Business Partnering helpdesk. | 5 |
| Knowledge expert and key contact for EU funding and SEUPB (Research) Build knowledge of funders requirements in order to assist other teammembers as required. | 5 |
| Oversee timesheet allocation to projects to ensure accurate and timely completion. | 5 |
| Provide project cost analysis of products and services to Business Partners (PMs/PIs) to ensure cost effective profitable projects.  | 5 |
| Provide flexibility to the Finance team during busy periods and staff absences. | Ongoing |
| Be pro-active in the management of SAMS Health & Safety procedures. | Ongoing |

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**4. Planning and Organising**

* Plan and Organise tasks with line manager to prioritise key tasks.
* Oversee a number of research project activities on a weekly/monthly basis around predefined deadlines set internally and externally.
* Setting up meetings with budget holders/stakeholders inform accurate data for input to projects/proposals or regulatory reporting.
* Prepare Financial Monitoring Reports/records for issue to funders which will ensure accurate financial data is circulated and filled promptly.

**5. Problem-Solving**

* Highlight queries, providing an effective solution.
* Reviewing tasks to ensure they are completed to the required level and making any corrections or amendments as required.
* Reviewing transactions to ensure they comply with operational or statutory requirements.
* Contribute to work activity/team improvements as well as the development and review of policies and internal control procedures as required.
* Identifying and address gaps or shortfalls in information and searching for sources of information to fill these.

**6. Decision-Making**

* Monitoring a number of budgets and giving advice where necessary.
* Responsible for managing own workload in order to assist the budget holders in meeting their objectives.

**7. Key Contacts/Relationships**

* The nature of the role implies contact with both internal and external stakeholders, including funders and project partners.
* Key internal contacts include all staff within Finance, PIs, Enterprise and Associate Directors.

**8. Knowledge, Skills and Experience needed for the role**

* Experience and training in Finance Business Partnering.
* Experience of working in a compliancy, contract management or academic administration environment.
* Proactive and able to plan work activities independently and able to complete all tasks accurately and timely to meet both team and project timelines.
* Analytical and problem-solving skills.
* Proven communication and interpersonal skills.
* Excellent IT Skills – Microsoft Excel, Outlook, financial accounting packages.
* Provide sound financial judgement over time based on work experience.
* Extensive working knowledge for your area of finance i.e., Funding, Project Administration.

# **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 in order 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. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed**.** If the normal duties of the post include going to sea (apart from small boats e.g. RHIB's) the applicant must be able to obtain the ENG1 medical certification and complete the STCW 95 Personal Survival Techniques training.

[WHAT SAMS CAN OFFER YOU (please right click and select ‘open in new tab’)](https://vimeo.com/411370772)

Our Values and culture

We strive to be a world-class marine science enterprise that underpins regional, national, and international policy, and societal action to secure healthy and sustainable oceans.

As a workforce, we have a strong family and team culture, helping each other to achieve our goals.

Remuneration

We offer a competitive salary and pension as well as employee benefits package. We also have a number of supportive policies to assist absence, family, and other leave types.

Career Goals

SAMS provides a supportive learning and career growth environment for those looking for that next step in their career or upskill in the workplace. This may be through opportunities to develop techniques, learn more about the science objectives for the group, gain some tutorial opportunities, as well as attend meetings and CPD events.

We’ll provide you with a good start as you join SAMS

SAMS provides an excellent induction which is a great introduction to the organisation, the facilities, your department and team, and provides that support that you need over the early months joining a new organisation. We will also provide you with office space, computing equipment and ensure this is ready for you on your first day of work.

Employee Benefits

In addition to a general remuneration package which includes a generous salary, pension, and sickness absence policy, we offer a number of employee benefits to our staff, some of which are listed below:

* Flexible & Hybrid working arrangements (up to 2 days working from home)
* Purchase of additional annual leave – up to 20 days per annum
* Access to shopping discounts as well as local shop and leisure discounted memberships
* Cycle to work scheme
* Purchase of technology
* Payroll Giving
* Salary Sacrifice – pensions
* Access to wellbeing portals which provide support for mental health, nutrition and fitness and GP referral scheme
* Occupational health support
* Welfare support on site
* Access to CBT sessions
* Sabbatical scheme
* A number of training and development courses to assist you with your career development – leadership, coaching and mentoring.

SAMS’ commitment to gender equality has been recognised, as our institute was presented with an Athena SWAN (Scientific Women’s Academic Network) Bronze Award. SAMS is currently working towards a silver award.

SAMS have received a Youth Friendly Employer Badge 2023 – Bronze Award.

SAMS have received a Bronze Award through the Armed Forces Covenant Employer Recognition Scheme. We recognise the contribution that Service personnel, reservists, veterans, the cadet movement, and military families make to our organisation, our community and to the country. We will seek to uphold the principles of the Armed Forces Covenant through Education, training, and employment of veterans and Service spouses.

As an Academic Partner of the University of the Highlands & Islands (UHI), SAMS is designated as an educational establishment and subject to the provisions of the Protection of Children (Scotland) Act. Certain roles may be subject to a satisfactory check by Disclosure (Scotland) as a condition of their appointment.

Applications must include CV and Cover Letter and should be sent electronically to recruitment@sams.ac.uk quoting Job Ref. ‘D28/23.JB’ in the subject line.

The closing date for applications is Friday 22nd September 2023.

Interviews will be held by mid-October 2023.

Please note, we prefer to contact referees prior to interview.

Guidance for Applicants

Candidates must have the rights to work in the UK.

Your application – what are we looking for?

We are looking for a full CV – please remember to document all your relevant work experience, listed with the most recent first. You should also include your educational achievements with your most recent qualification first.  You should include skills and competencies gained from previous employment or education. This should be specific to the job description.  Also, please include details of two referees, one referee at least from your current role, who we may contact if invited for interview.

We enjoy reading cover letters and these are an important part of the application. In the letter, connect your past accomplishments with the requirements listed in the job description. Focus on your most relevant experience, qualifications, and skills. Where possible, quantify your accomplishments with facts and data.

 Useful links

* [How to write a flawless cover letter](https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/how-to-write-a-flawless-cover-letter-in-2020/) (please right click and select open in new tab)
* [How to write a CV](https://www.reed.co.uk/career-advice/how-to-write-a-cv/) (please right click and select open in new tab)

