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**Research Contract Administrator**

**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 and salary range: | 4  £26,444-£29,605 per annum (pro rata) |
| Full Time/Part Time: | 25 – 37hrs per week, Monday to Friday.  *Open to flexible working requests but must be able to work a minimum of 25 hrs per week.* | Contract Type: | Permanent |

**2. Job Purpose**

* Process claims and invoices for projects using various external portals.
* Assist in providing regular updates on project financial performance to project managers.
* Collate and check financial and administrative documentation for claims, financial reports and audit files to funds that can be reclaimed.
* Provide advice, costings and guidance to project managers on project finance and contract queries and assist with preparation of future grant proposal submissions.
* Show support and flexibility in assisting the wider finance team with other duties, occasionally, such as during busy periods, meet critical deadlines or prepare the annual staff budget.

**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 colleagues by providing advice, costings and guidance on funder and project finance management and contract queries. | 15 | | Work with Principal Investigators (PIs) and Project Managers 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. Provide guidance to new staff on project requirements. | 5 | | Fully engage with fund audits ensuring compliance, accurate information and on time delivery to the customer. | 5 | | Assist in the development, update and re-writing of SOPs (standard operating procedures) 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. | 5 | | Monitor a shared mailbox and prioritise workflows with line manager. Maintain the Research Finance Business Partnering helpdesk. | 5 | | Knowledge expert and key contact for key funding bodies. Build knowledge of funders requirements to assist other team members as required. | 5 | | Oversee timesheet allocation for projects ensuring accuracy and timeous completion. | 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 | |  |

**4. Planning and Organising**

* Plan and organise tasks with line manager to prioritise key tasks.
* Oversee research projects activity on a regular 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.

**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 several budgets and giving advice where necessary.
* Responsible for managing own workload 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 of working in administration, finance and/or contract management.
* Experience and training in Finance Business Partnering (desirable, but training will be given).
* 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.

# **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.

[What can SAMS offer you?](https://vimeo.com/411370772)

*Please right click and select ‘open in new tab’*

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 the 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.
* Free car parking
* Electric car charge points on-site

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

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](mailto:recruitment@sams.ac.uk) quoting Job Ref. ‘D12/24.JB’ in the subject line.

The closing date for applications is 28th June 2024.

Interviews to be held in early July 2024.

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

Guidance for Applicants

We are unfortunately not able to provide visa sponsorship for this position.

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)

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