

Research Project Administrator

- Location: SAMS site, Dunbeg, near Oban
- Hours of work: Full time – 37 hours per week
- Salary range: £26,444.000 - £29,605.00 per annum
- Contract type: Fixed Term – 42 months

Company

The Scottish Association for Marine Science is an equal opportunity employer; we welcome applications from people with disabilities. We value the diversity of the people we hire and serve.

Diversity at SAMS means fostering a workplace in which individual differences are recognised, appreciated and respected, as well as responded to in ways that fully develop and utilise each person's talents and strengths.

Job Description

The Research Project Administrator is responsible for providing comprehensive administrative and financial support to external research projects at the Scottish Association for Marine Science – ACCLIMATISE and MOSAIC.

The ACCLIMATISE and MOSAIC projects are supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

Your main responsibilities will be:

- Provide administrative support for externally funded research projects.
- Monitor project budgets, review expenditures, and prepare financial reports and claims in line with funder guidelines.
- Create and maintain accurate project records.
- Support Project Leaders by providing advice and guidance on financial management of projects.
- Fully engage with project audits, gathering information, collating evidence and ensuring compliance.
- Monitor the shared mailbox and prioritise workflows.
- Assist in the preparation of the annual staff budget.
- Support the preparation and submission of research proposals and grant applications.
- Be pro-active in the application of SAMS Health & Safety Procedures.

Requirements and Qualifications

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.

How to Apply

Applications may be submitted by e-mail, handed in to our reception team or by postal mail no later than 16th December 2025.

Interviews will be held in early-January 2026.

(Job Ref No: D15/25.GM)

(Scottish Association for Marine Science)

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(01631 559000)

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([Vacancies — Scottish Association for Marine Science, Oban UK](#))

Attention: (SAMS HR team)