

# Job Description and Person Specification

Last updated: October 2024

## JOB DESCRIPTION

Post title:	Assistant Research Awards Manager		
Academic Unit/Service:	School of Healthcare Innovation and Enterprise		
Faculty:	Medicine		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	3
*ERE category:	n/a		
Posts responsible to:	School of Healthcare Innovation and Enterprise Finance Manager		
Posts responsible for:	N/A		
Post base:	Office-based		

<b>Job purpose</b>
To support the work of the School of Healthcare Innovation and Enterprise Finance & Contracts Team by assisting with the communication and review of annual and final financial reconciliation statements for active and completed projects, raising and approving contract variations and management of the Department of Health and Social Care payment schedules, along with other duties as required. You will work closely with those who carry out research and with other key internal and external stakeholders in order to ensure effective delivery of the finance and contracts service.

Key accountabilities/primary responsibilities	% Time
1. Reviewing and approving final Financial Reconciliation Statements (FSTOX) submitted by projects for all NIHR Research programmes managed by NETSCC, resolving queries where required.	30%
2. Raising, reviewing and approving contract and contract variation documentation.	20%
3. Releasing, monitoring and re-profiling of project payments, resolving queries where required. Management of the Department of Health and Social Care's payments template.	15%
4. Assist the Finance Manager with all work associated with projects Annual Reconciliations (ASTOX)	15%
5. Provide support and advice to internal and external stakeholders on both general and specialist, but established, financial processes or procedures and related matters. Act as the main contact point for financial reconciliation statements, contracts, contract variations and payment queries. Maximise service quality, efficiency and continuity, and provide helpful, timely and appropriate assistance as required.	10%
6. Review and approve applicant organisations.	5%

7.	Undertake other duties as assigned by senior members of the Finance Team	5%
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Internal and external relationships	
Internal & External Relationships: (nature & purpose of relationships)	
<ul style="list-style-type: none"><li>• Internal: Colleagues at School of Healthcare Innovation and Enterprise. University of Southampton finance.</li><li>• External: Suppliers, grant holders, Department of Health and Social Care.</li><li>• The post holder will be expected to act as part of a team. Members will assist each other with their roles as necessary.</li></ul>	

Special Requirements	
n/a	

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.</p> <p>Experience of working in office environment.</p> <p>Confident working with figures.</p> <p>Proficiency in the use of standard office software. Including Microsoft Office packages, especially Excel and Word. Good use of email systems and databases; good keyboard skills.</p>		Application
Planning and organising	<p>Work independently to provide a consistent and efficient support service. This will involve working proactively and using initiative to adapt and refine working practices.</p> <p>Ability to organise and prioritise a busy workload in order to meet deadlines and manage multiple activities.</p>	Ability to adapt and refine own work practices.	Application and interview
Problem solving and initiative	The knowledge and ability to understand and rationalise problems, determine actions and follow good practice.	The ability to be a logical thinker with good investigative skills and an inquisitive mind.	Application and interview
Management and teamwork	<p>Ability to work independently, as part of a team and with those in other teams.</p> <p>Able to contribute to team efficiency through sharing information and constructively supporting others.</p>		Application and interview
Communicating and influencing	<p>Good communication skills.</p> <p>Capacity to speak and write fluently, concisely and succinctly for a variety of audiences and purposes</p>	Generation of new ideas and suggestions for change.	Application and interview
Other Skills and Behaviours	<p>Commitment to working to high standards of accuracy and attention to detail.</p> <p>Ability to build, develop and maintain positive and supportive</p>		Interview

	<p>working relationships with colleagues.</p> <p>Demonstrate a commitment to work hard towards the goals of the organisation.</p>		
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## JOB HAZARD ANALYSIS

### Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
<b>EQUIPMENT/TOOLS/MACHINES USED</b>			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
<b>PHYSICAL ABILITIES</b>			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
<b>PSYCHOSOCIAL ISSUES</b>			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			