UNIVERSITY OF WARWICK

Job Description

Job title	Research Finance Compliance Manager – WM CISL
Department	Innovation Group
Grade	FA7

Job purpose (a brief summary of the role)	To support the delivery of the CISL programme's research finance strategy by establishing a robust, proportionate and solutions-focused compliance culture, ensuring that financial policy and practice are aligned with strategic objectives while enabling the effective, timely and agile delivery of funded programmes. Particular emphasis will be placed on supporting business-facing funding programmes, requiring the post-holder to develop compliant but responsive processes that enable timely funding decisions and positive stakeholder experience for participating businesses. The CreaTech Innovation Scale-Up Lab (CISL) is a major regional innovation programme led by the University of Warwick and delivered through a partnership of universities, public-sector bodies and industry organisations. The programme aims to accelerate innovation, scale-up activity and investment across the West Midlands CreaTech sector through business engagement, collaborative R&D, technology adoption and a flexible business funding programme. The CISL team sits within Warwick Enterprise, part of the Innovation Group, and is responsible for the successful delivery, governance and impact of the programme. Working closely with delivery partners, businesses and funders, the team seeks to ensure that programme funding is deployed efficiently, transparently and in a manner that is responsive to business need. The Compliance Manager will play a key role in designing and maintaining proportionate governance, compliance and assurance arrangements that enable agile programme delivery while ensuring adherence to funder requirements, subsidy control obligations, University regulations and good stewardship of public funds.
Duties and responsibilities	**1. Funder Knowledge & External Engagement** ▪ Maintain a breadth and depth of expertise in the University of Warwick's principal research funder terms and conditions, including through active engagement with funders and participation in sector groups. ▪ Build effective networks of stakeholder relationships and collaborate with key internal and external stakeholders to strengthen research governance and compliance frameworks. **2. Policy Development & Implementation** ▪ Develop and maintain policies and processes in response to changing funder/internal requirements, ensuring controls remain proportionate, practical and supportive of efficient programme delivery. ▪ Support cross-institutional initiatives and projects related to research funding, governance, and financial management, to include systems implementation projects. ▪ Work proactively with programme, finance, procurement and legal colleagues to identify and remove unnecessary administrative barriers, simplifying processes

wherever possible whilst maintaining compliance with funder and institutional requirements.

3. People Management

- Lead, coach, and develop the finance team to deliver high performance aligned to organisational values and objectives
- Foster a culture of accountability, continuous improvement, and high-quality financial service delivery.
- Promote collaboration, inclusion, wellbeing, and a positive team environment.
- Ensure effective workforce planning and full lifecycle people management, including recruitment, development, and performance management.

4. Training, Development & Stakeholder Support

- Provide advice and information to stakeholder groups internally, including but not limited to Finance Office senior team and Finance Office staff, the broader professional services and academic staff.
- Act as a trusted adviser to programme teams, helping them navigate regulatory requirements and identify practical routes to achieving delivery objectives in complex or novel situations.

5. Managing Risk & Driving Performance

- Develop and lead the delivery of a risk-informed programme of compliance testing, to ensure that the post-award financial management of funded research is accurate, timely, compliant and appropriately evidenced, and that income is maximised within funder rules.
- Manage funder audits, liaising with auditors and departments as required to ensure satisfactory audit outcomes.
- Make recommendations in response to any adverse compliance test or audit findings and ensure the timely implementation of internal or external audit recommendations.
- Drive continuous improvement in research finance processes, leveraging data and stakeholder feedback to enhance efficiency, reduce administrative burden and maintain effective compliance.
- Develop and maintain key performance indicators (KPIs) to monitor compliance activity, audit outcomes, and financial performance.
- Apply a risk-based approach to compliance and assurance activities, balancing regulatory requirements with the need for responsive and business-friendly delivery mechanisms.

6. Performance improvement, Reporting & Governance

- Provide regular reports to stakeholders and committees to ensure that the research finance compliance risk landscape is understood and any issues appropriately escalated

7. Other ad hoc duties

- Maintain operational competence in the preparation and review of funder claims, including by providing cover for colleagues as required
- Undertake any other duties as may be required by the Group Finance Director or their representative.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Educated to degree level or equivalent experience.	A
E2	Comprehensive and current knowledge of UKRI and EU funder terms and conditions.	A & C
E3	Prior experience of working within an audit or compliance function, including developing and delivering assurance testing to evaluate financial risks and controls.	A & C
E4	A sound understanding of the nature and purpose of controls and the management of compliance risks.	A & C
E5	Experience of developing and maintaining policies, processes or operating procedures.	A & C
E6	Strong organisational skills and proven record of ability to manage own time and deliver to strict deadlines.	A & C
E7	Excellent team-working skills, with ability to build highly effective relationships, including the ability to challenge constructively and work collaboratively to develop practical and cost-effective solutions.	A & C
E8	Excellent communication and interpersonal skills, both in writing and orally, to a diverse set of audiences, with the ability to engage others and explain difficult concepts.	A,C & D
E9	Strong analytical and problem-solving skills, with demonstrable ability to identify compliance risks and develop pragmatic, workable solutions that support organisational objectives.	A & C
E10	Flexibility and the ability to adapt priorities in response to changing circumstances.	A & C
E11	Demonstrable ability to interpret regulations and controls pragmatically, developing practical, proportionate and delivery-focused solutions within complex governance environments.	A & C
E12	Experience of IT systems, with excellent spreadsheet skills and experience of large-scale financial management systems (ideally SAP).	A & C
E13	Demonstrable commitment to continuing professional development.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Staff management experience.	A & C
D2	Experience in the review of business processes and application of process review methodologies and efficient process design e.g.: “lean”.	A & C
D3	Experience of working with IT systems and/ or AI to automate processes and interrogate large data sets.	A & C
D4	Recognised accountancy qualification, with current membership of a recognised CCAB professional body.	A
D5	Knowledge and experience of the HE sector.	A & C