IMPERIAL

Centre Operations Coordinator

Department/Division/Faculty:	Department of Finance/ Business School
Campus/Location:	South Kensington Campus
Job Family/Level:	Professional Services Level 3b (salary scales)
Responsible to:	Centre's Academic Director
Line management for:	N/A
Key working Relationships (Internal):	Research, technical and administrative staff involved in the Centre for Climate Finance and Investment (CCFI) and the Department of Finance at the Business School
Key Working Relationships (External):	Research partners
Contract type:	Full Time, Fixed Term (Maternity Cover)

Purpose of the Post

The Centre Operations Coordinator will be responsible to the Centre's Academic Director and will be a key member of a dynamic and busy team while working within the CCFI and the larger Department of Finance, part of the Business School. Working closely with researchers, academics, and other professional staff, you'll oversee the operational aspects of innovative research projects.

You will take ownership of key areas including:

Finance & Contracts: Manage and streamline research-related finances and contracts, making sure projects stay on track and compliant.

Collaboration & Communication: Liaise with centre staff and departmental colleagues to ensure seamless communication across multiple research teams.

Operational Support: Set up new research operations, assist with staff travel, hiring, and meetings, and create systems for safe and efficient data sharing with collaborators.

Personal Assistance & Admin: Provide high-quality administrative support to key centre figures, organise meetings, manage calendars, and oversee communications.

You will support meetings, staff travel needs, finance management, and the staff hiring/contract processes, and create and maintain structures for safe and compliant data management and data sharing with collaborators.

You will be responsible for delivering high-quality personal assistant services to support individuals within the centre, encompassing administrative tasks and scheduling.

Additionally, the role includes managing and responding to the centre's generic mailbox, addressing general queries, and redirecting messages received in individual inboxes to the appropriate departments or personnel.

Key Responsibilities

Financial and Research Management

- To coordinate financial award involving multiple funded partners; including charitable funders and philanthropic donors.
- To understand Imperial's financial systems for grant management, financial management, payroll and human resource management.
- Ensure financial control throughout the CCFI, managing budgets for research grants, contracts and general non-staff expenditure accounts, with particular focus on:
    - the monitoring, financial planning and forecasting of all relevant research accounts. Liaising with the faculty finance office and Centre's Academic Director to maintain accurate spend against accounts and to meet any regulatory guidance for each award
    - identification of resource requirements or resource shortfalls
    - authorisation of all expenditures with the projects
    - reconciling and managing all research grants, and resolving complex funding issues including errors or queries with departmental team, Advancement, Research Services central finance as required
- Coordinating in conjunction with the Departmental Management Team, new systems introduced by the College/Faculty in relation to research services, HR or Finance.
- Assisting the Centre's Academic Director, in consultation with the Research Office, in maximising income from research grants and contracts, including advising on preparing the financial elements of grant applications and management of grants/contracts awarded. Including regularly reviewing expenditure and advising project leads of problems, recommending an appropriate course of action
- Co-ordinating the provision of day-to-day financial information with regard to research accounts and any sub- or collaborative projects; including preparation of quarterly accounts and spend projections.
- Ensuring the provision of financial management information to the Centre's Academic Director, and Departmental Management Team in conjunction with finance administration staff.
- Ensuring financial transactions comply with the College's Financial Regulations.
- Contribute to new bids for research grants by costing proposals in Worktribe where necessary

- Manage and monitor project budgets and variations and ensure efficient communication on financial issues with all collaborating partners.

General and Operational Duties

- Responsible for the efficient day-to-day operational, administrative, and financial management of the Centre
- Support the Centre's Academic Director with administrative tasks, including staffing, travel arrangements, meetings, expenses and events.
- Support and coordinate the academic leads' delivery of procedures, including the replacement, recruitment and selection of staff and probation, performance, appraisal and promotion, in line with College policies and procedures
- Advising the Centre's Academic Director of any Centre staffing issues
- Liaising with researchers to ensure completion of necessary documentation with appropriate checks undertaken for contract extensions for staff.
- Liaising with the Centre's Academic Director and Departmental Management regarding staff resignations or ending of fixed-term contracts.
- Arrange required contracts for visiting and new staff in the Centre – in collaboration with relevant HR or other colleagues.
- To ensure that Centre Committees and meetings are serviced appropriately, including arranging, minuting and distribution, and where relevant action tracking.
- To coordinate, attend and participate in relevant Divisions/Departmental/Faculty Committees/working Groups/meetings.
- To direct queries regarding health and safety, estates and accommodation matters and educational matters to the relevant member of the Departmental Management team.
- To develop and maintain essential effective working relationships with key internal and external partners.
- Address general queries and ensure they are directed to the appropriate departments or personnel.
- Provide high-quality personal assistant services to support individuals within the centre.

Finance

- Monitor the Centre's finance and research budgets.
- Ensuring the provision of financial management information to the Centre's Academic Director and Departmental Management Team.
- Co-ordinating the provision of day-to-day financial information of research and finance accounts for the Centre.
- To advise the Centre's Academic Director in a timely manner of funding end dates and liaise with them over account closures as end dates for projects are approached.
- Ensuring financial transactions comply with the College's Financial Regulations.
- Processing of financial claims, including for visitors, staff and students (e.g. expense claims).
- Raise requisitions for centre goods and services, including liaising with Department Management Team regarding payment of invoices and other financial issues.

Other Duties

- Perform any other duties which may be required that are consistent with the nature and grade of the post as required by the Centre's Academic Director or Head of Department.
- Observe and comply with all College policies and regulations, including the key policies and procedures on Confidentiality, Conflict of interest, Data protection, Equal opportunities, Financial Regulations, Health and Safety, Imperial Expectations (for new leaders, managers, and supervisors), Information Technology, Private Engagements and Register of Interests and Smoking.

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	**Essential (E)/ Desirable (D)**
Education	
Degree in a finance/business or equivalent qualification/experience in a relevant administrative/business-related discipline	(D)
Evidence of continued professional/educational development	(E)
Experience	
Experience in coordinating, overseeing and managing complex operations	(E)
Experience of organising meetings, compiling written reports, updating spreadsheets and maintaining databases	(E)
Proven track record in managing day-to-day operations/functions	(E)
Experience of financial planning activities and budgeting	(E)
Proven track record of strong IT proficiency (including MS Office 365)	(E)
Experience of managing large research projects with multiple partners.	(D)
Experience managing groups or teams, including both junior and senior staff or students	(D)
Familiarity with employment processes, including writing job descriptions, advertisement, and interviewing candidates.	(D)
Experience of managing publicly funded applications	(D)
Knowledge	
General understanding of the organisation of university research and interactions with research sponsors.	(D)
Knowledge and interest for climate change, climate finance, decarbonisation, biodiversity and environmental issues	(D)

Skills & Abilities

Excellent verbal communication and interpersonal skills and the ability to deal with a wide range of people	(E)
Excellent written communication in a variety of formats (newsletter, emails, social media, etc)	(E)
A high standard of organisation and time management and ability to multitask	(E)
Ability to organise workload with/without supervision and use own initiative	(E)
Ability to negotiate with a variety of staff of different disciplines and grades	(E)
Proven ability to meet targets and deadlines	(E)
Proven ability to manage multiple tasks	(E)
Computer proficient with the ability to fully utilise Excel, Word, Databases, e-mail and internet, desktop publishing, Adobe software	(E)

Other

Willingness to undertake any necessary training for the role	(E)
Willingness to work as part of a team and to be open-minded and cooperative	(E)
Excellent organisational skills	(E)
A meticulous approach and attention to detail	(E)
Flexible attitude towards work	(E)
Discipline and regard for confidentiality and security at all times	(E)
Willingness to work flexibly outside of office hours on occasion e.g. for conference organisation	(E)

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

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We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on our webpages.