

Project Finance and Compliance Officer

Research and Innovation (RI)

Applicant Recruitment Pack

Dear Applicant



Huddersfield is an amazing institution, taking its students on life changing journeys and providing a working environment where our colleagues can achieve career success and personal accomplishment. Originally from Huddersfield and having graduated in Engineering here, I am proud to lead this institution.

Here at the University of Huddersfield we have a lot to be proud of including collaborative research with some of the top universities in the world. We are the first University to receive the Global Teaching Excellence Award and achieved the TEF Gold Award. We have transformed our academic workforce and are now ranked in the top 5 for the percentage of academic staff with a higher degree and have set the expectation that all academic staff have doctorates and publish at least at an international level. We take leadership seriously and now are the first organisation in the world where all members of the Senior Leadership Team are Chartered Managers. This commitment to transformational leadership is underpinning our drive towards becoming a global University with the aim of creating partnerships with 140 of the top 300 world-leading Universities.

We have won numerous awards including University of the Year, Entrepreneurial University of the Year, Best University workplace, the Queen's Award for Enterprise and three national honours in the form of Queen's Anniversary Prizes.

We are a highly sustainable organisation and placed amongst the top 10 in the UK for financial sustainability, with no historic debt. As such we have been able to invest more than £150m over the last ten years in a top-class estate and facilities.

The University is a great place to work and our staff report they are proud to work here. We expect high performance from our colleagues and in return you can expect to work in a collaborative and engaging environment with an outstanding development support to all staff.

Yours sincerely

Professor Bob Cryan CBE DL

Vice-Chancellor



University of Huddersfield – Key facts

Here are some key facts that make the University of Huddersfield a great place to be.

Great learning

- We're in the top 10 in England for the number of students going on placement (HESA Student Record 2023/2024).
- 100% of our undergraduate students have the opportunity to undertake professional work-related experience during their studies. This includes placements, industry standard projects and real-world case studies.*

Great teaching

- The University of Huddersfield has been rated Gold in the Teaching Excellence Framework (TEF) 2023. This means that the student experience and student outcomes are typically outstanding. These ratings were awarded in 2023, for four years.

  These ratings reflect the University's unwavering commitment to providing an exceptional student experience and fostering excellent student outcomes.
- In 2017, the University won the first Global Teaching Excellence Award recognising the University's commitment to world-class teaching and its success in developing students as independent learners and critical thinkers (Higher Education Academy).
- Our staff rank first in England for the proportion with higher degrees and teaching qualifications, as well as being top five for those holding doctorates (HESA 2025).
- 24 of our colleagues have received National Teaching Fellowship awards since 2008, a figure matched by only one other University.
- Huddersfield is the only University where 100% of the permanent teaching staff are Fellows of the Higher Education Academy** (November 2020).

* This applies to undergraduate courses of more than 12 months duration.

** Permanent staff, after probation: some recently appointed colleagues will only obtain recognition in the months after their arrival in Huddersfield, once they have started teaching; research.

Great future

- 94% of our undergraduate students go on to work and/or further study within fifteen months of graduating (HESA Graduate Outcomes 2022/23, UK domiciled, other activities excluded).

- 98% of our postgraduate students go on to work and/or further study within fifteen months of graduating (HESA Graduate Outcomes 2022/23, UK domiciled, other activities excluded).

Research and innovation

- We've world-leading applied research groups in biomedical sciences, engineering and physical sciences, social sciences and arts and humanities.

- We're a dynamic institution that has quadrupled our research income and its postgraduate research in seven years.

Customer service

- Our Library was the first to gain the UK National Customer Service Excellence Award and is the holder of eight marks of distinction.



Award-winning

- Queen's Anniversary Prize (2021)
- Queen's Anniversary Prize (2019)
- A gold-rated University (TEF 2023)
- Global Teaching Excellence Award (HEA 2017)
- Queen's Anniversary Prize (2015)
- New University of the Year (Educate North 2015)
- Athena Swan Silver Award (2026)
- We are a five star University (QS awards 2020,2023)
- University of the Year (Times Higher Education 2013)
- Entrepreneurial University of the Year (Times Higher Education 2012)
- Queen's Award for Enterprise (International Trade 2013)
- Guardian Education Awards (Inspiring Leader 2013)

The Role

Job Description

Job Purpose

The post reports to the Research Funding Manager and will provide specialist support for key strategic projects. The role will provide professional project support to academics and funders throughout the full project lifecycle, ensuring compliance with funding guidelines and maximising on grant funding awarded, through to post project closedown. The post will help RI provide a high level of expertise and direction to support academics to increase and manage funded projects.

Main Duties and Responsibilities

1. To ensure the university maintains our high reputation with funders and ensure compliance with funding body regulations including claims and audit requirements.
2. To develop strong working relationships with strategic project teams, providing expert knowledge of funder and university compliance to maximise income.
3. To support the Directorate in providing a full life-cycle approach to research support, from project costing through to post project completion audit requirements.
4. To provide guidance on future funder bid submission requirements, advice on eligibility and appropriateness of applications and compliance with funding guidelines throughout the project lifecycle.
5. To manage a portfolio of strategic projects, including support of management of cost centres and budgets, including responsibility for annual reviews and audits in line with the University's financial and other external returns timetable.
6. To support management information systems including data on bidding activity, success rates and financial position towards institutional targets.
7. To prepare financial and statistical information for inclusion in the University's key periods including month end, mid-year, annual review and five-year financial forecast.
8. To compile and submit accurate expenditure statements to funding bodies and ensure projects are appropriately balanced as part of the financial year-end procedures.
9. To use the University's finance system, Unit4 to produce, update and analyse financial information in a timely and accurate manner.
10. To develop and inform resources and guidance to assist academic staff in developing and managing externally funded projects.
11. To plan, organise and prepare for project specific audits and support the annual audit of the University's financial statements.
12. To develop project guidance for use by staff in Research and Innovation that will assist the monitoring and reporting of income and expenditure for proposed and live projects.

13. To liaise with project leaders and resolve project management issues as they arise.
14. To develop strong working relationships with academic colleagues and support the development and submission and management of high-quality funding bids.
15. To provide expert knowledge and lead on discipline specific funders to identify suitable research groups / academics to support an increase in bid submission in these areas.
16. To assist with the development and maintenance of management information on bid numbers, success rates and project analysis to inform strategy and continuous improvement.
17. To identify training opportunities and other areas of research management to improve the quality of bids and on-going project management.
18. To provide management of other Research Funding Support staff as required, and work flexibly within the Directorate to ensure adequate resource is available in response to demand.
19. To support the Funding Support Manager in the development and implementation of operational processes, procedures, and systems to continually improve the service provision.
20. To undertake any other duties commensurate with the grade of the post that might be required.

Person Specification

To be eligible for this role, you must meet the following essential criteria:

Qualifications

- Degree or significant equivalent educational, training, or work-based experience which has involved financial analysis and problem solving.
- Minimum standard of education demonstrated by GCSEs at Grade C/Grade 4 or above, including Maths and English, or equivalent/higher qualifications.
- Chartered Member of the Chartered Management Institute or requirement to commence this within first 12 months of employment.
- Proficiency in the use of Microsoft Office, especially Excel, evidenced by an IT qualification or demonstrable experience.

Experience

- Significant experience of project administration and financial procedures relating to external funding.
- Significant experience of monitoring and submitting accurate project expenditure and activity claims using computerised finance systems.
- Experience of project management, interpreting and working within funder guidelines.
- Experience of working independently and of tackling complex problems.
- Experience of managing staff and delivering training.

Knowledge and Abilities

- Significant knowledge of research funding mechanisms, research funding body rules and regulations including claim and audit submission.
- Excellent written and verbal communication skills.
- Ability to communicate with a wide range of internal and external stakeholders.
- Ability to work independently, adapt with change, work to deadlines and meet targets.
- Ability to work effectively as part of a multi-functional team with a flexible approach to work.

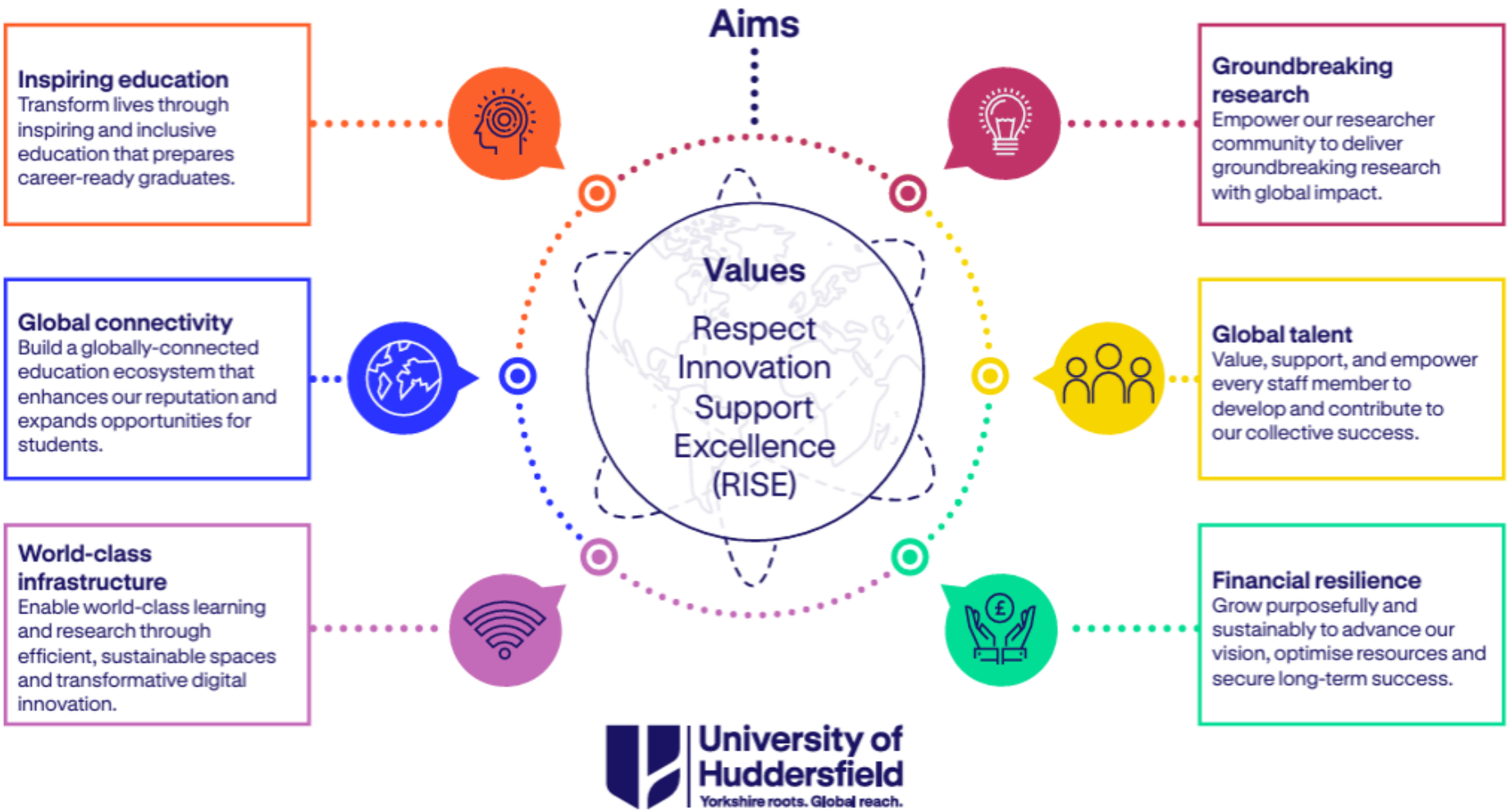
Personal Qualities

- Self-motivated and approachable.
- Commitment to Equality, Diversity and Inclusion.
- Commitment to excellent customer service.
- Demonstrable personal and professional commitment to the University's strategy, vision and values.

Please make sure you tell us how you meet all elements of our person specification and provide us with examples of this in your supporting statement on our application form.

2030 Strategy

Vision: A globally-recognised University that transforms lives through inspiring education, groundbreaking research, and international engagement.



University of Huddersfield
Yorkshire roots. Global reach.



Equality, Diversity, Inclusion and Staff Networks

The University embraces and celebrates the diversity of our staff, students and applicants and works to ensure University policies, practices, procedures and projects are inclusive. Central to our strategy is inspiring and enabling all our students to succeed and we have committed to eliminating attainment gaps in degree outcomes, student continuation and graduate employment outcomes.

The University of Huddersfield is proud to have been accredited as a Disability Confident Leader, building on our previous accreditation as a Level 2 Disability Confident Employer.

The University has a number of staff networks which provide an opportunity for staff who share a protected characteristic to network, obtain peer support and share information. Our networks include the following:

- LGBTQI+ Staff Network
- Race Equity Staff Network and Affinity Groups
- Staff Disability Network and Neurodiversity Group
- Women's Staff Network
- Inclusive Allies Staff Network

Further information on the staff networks detailed above can be found on our Equality, Diversity and Inclusion web pages



Terms and Conditions

- This post is offered for a fixed term period ending 31 March 2029 and is full time (37 hours per week).

- The salary for this post will be at Grade 7 (£41,071 - £46,050 per annum) and is subject to cost of living and incremental progression until the top of the grade is reached. It is expected that salary will be offered at the bottom of this grade.

- Annual leave entitlement is 30 days plus statutory and discretionary holidays throughout the year.

- Enrolment into the local government's career average revalued earning pension scheme is automatic.

- Should you have any queries about working at the University, or any of the terms and conditions of employment stated above, please contact HR@hud.ac.uk



Working at the University of Huddersfield

When you join our team, you'll have access to a wide variety of staff benefits, ranging from wellbeing initiatives and staff networks, to support for your personal development.

Wellbeing

The University is accredited by the Workplace Wellbeing Charter, the national accreditation standard that recognises an organisation's commitment to improving the lives of those who work here. This accreditation demonstrates our commitment to creating a culture that values health and wellbeing.

Personal and Professional Development

You will have access to a wide range of development opportunities to support you. Please take a look at our People and Organisational Development web pages where you can find more details.

Employee Benefits and Discounts

You can take advantage of a wide variety of employee benefits, ranging from salary sacrifice schemes to retail discounts from local companies.

Campus Facilities

Although we enjoy a town centre location, our campus has a canal side location and many green spaces to enjoy. We have a range of delicious food outlets on campus, and access to gym, swim and fitness classes through our ActiveHud membership and benefits. If you drive to work, on appointment you can apply to join the waiting list for our chargeable University car parks.

We're based in the town centre which means we have easy access to local supermarket and shopping facilities.



How to Apply

Acceptable use of AI

Candidates may use AI tools to support proofreading, editing and presentation of their application. However, all application materials should represent the candidate's own experience, perspectives and thinking, which will be explored through the selection process. We are seeking original and authentic responses, and applicants should ensure that any submission reflects their own analysis, judgement and vision for the role.

If you would like to discuss this opportunity further or have any questions about the role, please contact Loretta Stoklosa via email: l.stoklosa2@hud.ac.uk

Closing date for applications is 06 December 2026.

Reference: R8260

Interviews are expected to take place on the week commencing 04 January 2027.