UNIVERSITY OF WARWICK

**Job Description**

| | |
|---|---|
| Job Title | Research Finance Clerk |
| Department | Finance |
| Grade | FA3 |

| | |
|---|---|
| Job purpose (a brief summary of the role) | To provide transactional and administrative support to the Research Finance Team. In particular the post holders will be responsible for the complete and accurate raising of invoices on the finance system, as well as for allocating income received from funders onto research codes and project setup on SAP. |
| Duties and responsibilities | **Preparation of invoices; coding of income:**<br>a) Notify departments of invoice/claim date to prompt departments to code all costs onto the project ledger<br>b) Raise journals to correct mispostings/remove ineligible spend as notified by the Senior Research Finance Assistants or Finance Managers as part of the review/reconciliation process<br>c) Prepare invoices in accordance with funder payment schedules<br>d) Confirm that income is correctly coded to the grant<br><br>**Handover from pre-award for set up on SAP and then onward to department for project management. Following receipt of project handover and review by Finance Managers:**<br>a) Prompt departments to confirm submission of starting certificates.<br>b) Enter information into SAP to complete project set up on the finance system.<br>c) Ensure all budget headings reflect departmental management and funder reporting requirements.<br>d) Set up funder (customer) on SAP, as required.<br>e) Calculate fixed recharges and salary reallocation percentages, where applicable.<br>f) Notify department that SAP code set up and ready to spend against.<br>g) Email department key project management information identified by Finance Managers (e.g. reporting dates; cost eligibility; start and end date) as appropriate (in accordance with agreed protocols).<br>h) Set up a file with key documents and contract terms clearly marked.<br><br>3. **Close down of projects:**<br>a) Close down projects in SAP<br>b) Archive documentation for closed projects<br><br>4. **Audit:**<br>a) Obtain documentation to include on audit files as requested by Finance Managers or Senior Research Finance Assistants, as appropriate<br><br>5. **Other:**<br>a) Provide absence cover and carry out other ad hoc duties commensurate with grade, as required. |

**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 | The ability to communicate at all levels within the University creating effective working relationships - this includes a good telephone manner and a clear and concise writing style. | A & C |
| E2 | Excellent numerical skills. | A & C |
| E3 | Good IT skills; ability to use spreadsheets, word processors and e-mail. | A & C |
| E4 | Highly motivated, committed, effective and supportive; able to work flexibly, quickly and accurately to tight deadlines. | A & C |

| Desirable Criterion No. | Desirable Criterion Description | *Measured by* |
|---|---|---|
| D1 | Experience of a large finance system (preferably SAP). | A & C |
| D2 | Experience of working as part of a team within a large organisation. | A & C |
| D3 | Knowledge of Microsoft Office products (particularly Word, Excel and Outlook). | A & C |
| D4 | Experience of working in a finance related role. | A & C |