Centre for Tropical Medicine and Global Health

<table>
<thead>
<tr>
<th><strong>Job title</strong></th>
<th>Research Grants Portfolio Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Division</strong></td>
<td>Medical Sciences</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>Centre for Tropical Medicine and Global Health</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>NDM Research Building (NDMRB), Old Road Campus, Headington, Oxford</td>
</tr>
<tr>
<td><strong>Grade and salary</strong></td>
<td>Grade 5: £25,482 - £30,395 per annum</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td>Full time</td>
</tr>
<tr>
<td><strong>Contract type</strong></td>
<td>Fixed-term for 2 years in the first instance.</td>
</tr>
<tr>
<td><strong>Reporting to</strong></td>
<td>Research Grants Portfolio Officer</td>
</tr>
<tr>
<td><strong>Vacancy reference</strong></td>
<td>139277</td>
</tr>
</tbody>
</table>

**The role**
This key position underpins the Centre's ability to effectively fulfil its vital function of research grant management and reporting. You will take responsibility for the financial administration of a subset of the Centre's research grants, managing the lifecycle from application to award and then close-down. You will report directly to the relevant Research Grants Portfolio Officer and work closely with other Portfolio Assistants, the Oxford Portfolio team, colleagues in the Centre’s Major Overseas Programmes (MOPs) and University Finance Division. Your tasks will include supporting researchers with applications, setting up successful awards, checking overseas financial accounts, reviewing project expenditure, producing annotated financial reports and reporting spend to sponsors.

**Responsibilities**

**Grants administration**
- Assist with the costing and preparation of grant applications
- Support the contract sign-off for successful awards and set-up on Oxford systems, ensuring alignment with award letters for effective sponsor reporting
- Set-up and maintain project files of all grant-related documentation and correspondence
- Monitor submission status of overseas accounts and liaise with the MOPs regarding due and overdue accounts
Check and process financial accounts submitted by the MOPs, ensuring all required documentation is enclosed

Review project transactions each month to ensure expenditure is coded appropriately and correct confirmed miscodes

Monitor on-going spend, commitments and budget remaining and add commentary for internal reporting

Prepare and submit finance reports to sponsors as per their requirements and ensure researchers submit scientific reports in accordance with sponsors’ terms

Undertake close-down procedures at the end of each project

Assist with audit preparation, collating documentary evidence when required, such as invoices, POs, expense claims, journals, staff contracts and timesheets

Engage with overseas colleagues on a regular basis via email, phone and Skype to ensure all issues are addressed

Assist with updating Departmental Systems

Proactively support the other Grant Portfolio teams and Oxford Portfolio team as required

Other responsibilities

Manage a subset of assigned General Ledger Cost Centres, monitoring spend and correcting transactions as required

Assist with the design and implementation of new and revised procedures to improve the efficiency of administrative processes in the Centre

Draft correspondence and other documents as requested, such as consultancy contracts

Provide assistance to overseas staff that are arranging UK visits, co-ordinating UK meetings or wish to obtain academic papers from the UK.

Collate information from the Programmes on subjects such as publications, students, public engagement and facilities

Cover duties of the Logistic Officer and Finance Assistant (Accounts Payable) as and when required, such as raising Purchase Orders, receiving and receipting goods-in, processing journals, paying supplier invoices, raising receivables invoices, preparing payment requests and checking expense claims.

Additional duties as appropriate for the grade.

Selection criteria

Strong numeracy skills and previous experience in a similar role involving financial administration.
Centre for Tropical Medicine and Global Health

- Highly organised, excellent attention to detail and the ability to manage a varied workload under pressure and meet deadlines.
- The ability to work independently using own initiative and as part of a team demonstrating a flexible and helpful approach, particularly with respect to staff based on another continent and in supporting colleagues when necessary.
- Strong written and verbal communication skills.
- High standard of computer literacy, particularly Microsoft Excel.
- 2 A levels (or equivalent) grade A–D and GCSE grade A–D (or equivalent) in English & Maths.

Desirable selection criteria

- Experience of Oracle, the University finance system.
- Experience of grants financial management within the Higher Education sector.
- Have or be working towards a recognised professional accountancy / book-keeping qualification.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation
Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

Nuffield Department of Clinical Medicine (NDM)

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. The Department also has a substantial research programme which requires high quality administrative management.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms.

For more information please visit: http://www.ndm.ox.ac.uk/home

……..fostering your career in science.

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

For more information please visit: www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/

Tropical Medicine and Global Health

The Centre for Tropical Medicine and Global Health is a world leading Centre within the Nuffield Department of Clinical Medicine, University of Oxford, comprised of research groups who are permanently based in Africa and Asia as well as across two sites in Oxford. Our research
Centre for Tropical Medicine and Global Health

ranges from clinical studies to behavioral sciences, with capacity building integral to all of our activities.

Our research is conducted at three Wellcome Trust Major Overseas Programmes in Kenya, Thailand and Viet Nam as well as a growing Centre in Oxford. The Centre for Tropical Medicine and Global Health also brings together a number of sister groups in Laos, Tanzania, Indonesia, the Democratic Republic of Congo, Myanmar, Cambodia and Nepal, as well as multiple collaborators around the world.

Tackling infectious diseases, which kill many millions of people every year, is one of the greatest challenges of the 21st century. We are researching solutions to the increasingly urgent problems these diseases cause.

The Centre’s annual turnover is in excess of £48m per annum with over 100 externally funded research grants and donations.

For more information please visit: [http://www.tropicalmedicine.ox.ac.uk/home](http://www.tropicalmedicine.ox.ac.uk/home)

**How to apply**

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you consider that you meet the selection criteria, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and a supporting statement which explains how you meet the selection criteria for the post. The supporting statement should explain your relevant experience which may have been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.
Centre for Tropical Medicine and Global Health

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

Form 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.
Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

Training and Development
A range of training and development opportunities are available at the University. Further details can be found at [www.ox.ac.uk/staff/working_at_oxford/training_development/index.html](http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html).

For research staff only: Support for Research Staff
There is a particularly wide range of support for career development for research staff. Please visit: [www.ox.ac.uk/research/support-researchers](http://www.ox.ac.uk/research/support-researchers) to find out more.

Pensions
The University offers generous occupational pension schemes for eligible staff members. Further details can be found at [www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/](http://www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/).

Information for international staff (or those relocating from another part of the UK)
A wealth of information is available on the University’s International Staff website for staff who are relocating to Oxford from abroad, at [www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/).

The University of Oxford Newcomers’ Club
The Newcomers’ Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes
The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

University Club and University Sports Facilities
The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

Childcare and Childcare Vouchers
The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/). NB: Due to the high demand for the University’s nursery places there is a long waiting list.

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

Disabled staff
The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details.

BUPA - Eduhealth
Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families [www.eduhealth.co.uk/mini-site/](http://www.eduhealth.co.uk/mini-site/).
Centre for Tropical Medicine and Global Health

**All other benefits**
For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/).