

JOB DESCRIPTION
Research Administrative Assistant

Vacancy Ref: N588

Job Title:	Research Administrative Assistant (0.8 FTE)	Grade: 5
Department/College:	School of Computing and Communications	
Directly responsible to:	Research Projects Manager	
Supervisory responsibility for:	None	
Other contacts		
Internal: Staff and research students within SCC, Faculty Office, Research Support Office, Finance Office, HR, conference office, other departments		
External: Research project partners, visitors to the School, conference/workshop delegates, company suppliers		
Major Duties:		
1. Financial		
Assisting the Research Projects Manager and Research Projects Officer in the financial management of research projects. This includes:		
<ul style="list-style-type: none">- producing information/financial breakdowns of non-staff costs for EU project quarterly reports and periodic cost statements;- ensuring that expenditure meets the eligibility requirements of the relevant funding bodies;- monitoring fEC admin credits from research projects and provision of statistical information re. recovery percentages;- arrangement of task contracts between members of academic staff and the European Commission relating to their involvement in EU Expert Panels. Consequent issue of non-standard invoices in line with the EC's regulations, and monitoring of income;- invoicing on 6* project codes;- monitoring/reconciliation of budgets and follow-up with Budget Support or the Research Support Office to arrange journal transfers where necessary;- for certain multi-strand research projects, design and maintenance of a detailed Excel workbook listing income and expenditure on the discrete sub-projects, and provision of information to Research Projects Manager/Officer as required;- provision of information to RSO for project audits as necessary;		
purchasing on credit card, coding transactions and approving requisitions on Agresso; approval of credit card transactions ordered through the procurement team;		
monitoring credit card expenditure and reconciliation of documentation against monthly statement;		
request of purchases via the procurement portal and liaison with the procurement team to approve		

requisitions and track delivery;

providing guidance to new members of staff regarding processes and procedures for procurement and e-expenses;

providing guidance to students on correct completion of expenses claims (e.g. VAT, exchange rate, overseas tax); processing and monitoring student/other expenses claims;

monitoring e-expense system transactions;

providing guidance to new members of staff and students re. payments for end-user studies;

processing cash advance requests;

monitoring of monies to be reimbursed to project codes and taking action as appropriate;

liaison with Procurement to arrange insurance cover for equipment being taken off-campus. Further liaison re. any claims arising;

maintenance of a detailed inventory of equipment purchased from research project codes.

2. UCREL (University Centre for the Computer Corpus Research on Language

- financial administration as above, monitoring income received, producing financial reports;
- maintaining UCREL spreadsheet summary of income-generating activities;
- raising invoices for tagging services and licences;
- adapting standard agreements for new customers;
- taking, processing, dispatching orders for technical papers.

3. Event co-ordination

Liaison with the conference/workshop organiser to draw up an appropriate budget for the event;

responsibility for the registration and payment procedure, including the processing of credit card transactions;

preparation of conference material and information packs;

daily attendance at off-site events to ensure a smooth check-in procedure and assistance with organisational matters;

maintenance of a detailed database of conference delegates;

dealing with delegates' enquiries, assisting with travel and accommodation arrangements;

reconciliation of accounts on completion of the event.

4. Research Seminar Series

Responsibility for the smooth running of the Seminar Series, including:

liaison with academic/research staff members in compiling a database of prospective speakers;
liaison with individual speakers re. publicity of their profile and abstract;
arrangements for booking the venue, refreshments and accommodation;
advice on the process for reimbursement of expenses after the event.

5. General

Co-ordinate the collection of academic and research staff timesheets on projects funded by the EU and other funders as necessary, ensuring that the timesheets are completed correctly according to the RSO's guidelines and filed ready for audit;

arrange research meetings, co-ordinating room bookings and catering as required;

maintain a booking system for loan of equipment and software;

shared responsibility for the departmental library, maintaining an efficient filing system and database.

- 5.** Any other duties appropriate to the grade of the post as directed by the Research Projects Manager, Research Director or Head of School.