

# Trainee Finance Analyst x2 —Research and Grants

Research Office

Closing Date: 20th October 2024  
Job Reference: EW43285



# Trainee Finance Analyst

**Salary -**  
Grade 4:  
£25,742—£29,605

**Contract:**  
Fixed Term for 2  
Years

**Location:**  
Greenwich House  
and Addenbrookes  
site

**Department:**  
Research Office

**Responsible to:**  
Research  
Support Manager

**Working pattern:**  
Full-time

## Purpose of the role

The role forms part of an apprenticeship cohort in the Research Operations Office (ROO). As part of the Trainee Finance Analyst Programme, the role will rotate not only between research office teams but also participating academic departments across the University. These rotations are designed to provide a well-rounded experience, allowing trainees to engage with both central research administration and the financial operations of academic departments.

This role will be trained to support the financial administration of a portfolio of research grants, ensuring that all eligible expenses are recovered from the sponsor over the course of the award. They will also have the opportunity to gain exposure to the specific operational requirements within academic departments, providing a broader understanding of research support across the University.

The role supports researchers, departmental administrators, other internal offices, and external research funders by providing information on University and funder policies, and by answering grant-specific queries. Furthermore, this role contributes to policy development for the financial administration of externally funded research.

For an agreed portfolio of work, the post-holders will assist in administering the grant lifecycle, from checking research funding at the award stage through to end-of-grant financial reconciliation and closure, all within the established service levels set by the Research Operations Office.

In addition to on-the-job training, the post-holders will work towards achieving the Association of Accounting Technicians (AAT) Level 3 Assistant Accountant Apprenticeship Standard. This apprenticeship will provide the necessary skills and knowledge to assist with the responsibilities listed above and support development in the financial management team.

## Key responsibilities

### Administration of Research Grant Lifecycle

The role will be trained in post-award finance administration within a structured training programme, with rotations across multiple teams and academic departments, undertaking the following tasks under supervision and with support:

- Assist in checking and authorising awards within delegated authority levels, ensuring compliance with University and funder rules and policies.
- Under the guidance and supervision of experienced colleagues, contribute to the formal acceptance of awards on behalf of the University, checking that the terms align with the application, and ensuring that the Principal Investigator (PI) and Department agree to proceed.
- Complete administrative procedures using a range of systems and databases to ensure that awards are activated accurately and in a timely manner.
- Support the maintenance of budgetary controls on research grants, adhering to University and funder policies, identifying discrepancies, and reconciling income and expenditure.
- Under supervision, assist with the financial reconciliation of awards, producing claims and financial statements, and checking the submission of expenditure statements to funders to ensure timely recovery of research costs.
- Support internal and external financial audits, ensuring adherence to quality assurance measures throughout the post-award lifecycle.
- Under delegated authority, assist with the final closure of grants, ensuring all financial requirements are met before archiving.





# Key Responsibilities (Continued)

## Support for Colleagues in the Research Operations Office

The post-holders will rotate between school-facing teams and will be expected to:

- Assist colleagues in resolving queries raised by departments regarding the use of University systems and funder portals. Escalate complex issues as necessary.
- Contribute to team meetings, discussions, and various projects. The role holder will follow a structured training plan and be expected to support the ROO's objectives, including system testing and upgrades.
- Help with workload management, transitioning between teams and departments based on business needs and training progression.

## Programme Participation and Development

The role holders will follow a structured training plan and be expected to:

- Follow the agreed apprenticeship plan, meeting specific milestones and maintaining up-to-date knowledge and skills.
- Complete placements within both the ROO and academic departments, building a diverse skill set in research finance and administration.
- Engage in personal development activities, maintaining a high level of service and demonstrating readiness for future roles within the University.

## Support to University Departments

As part of the cohort, the role will include rotations within selected academic departments, where trainees will manage an allocation of work under the supervision of their placement manager. Specific responsibilities include:

- Provide expert advice to academic staff, researchers, and departmental administrators on external research funding, offering guidance on funder terms and conditions, and addressing issues such as no-cost extensions, overspends, and budget variances.
- Respond to general queries within departments related to research policies, processes, and the administrative management of awards.
- Understand and interpret funder policies to assist departments in complying with grant terms and conditions.
- Support the development of good working relationships with Departments and funders by attending administrative meetings, and fostering a collaborative working environment while being trained.



# Person specification

	Essential	Desirable
<b>Experience</b>		
Experience of working with others or as part of a team	✓	
Relevant experience in an accounts/administrative based role	✓	
Experience of working in a customer focused service role		✓
Experience in using standard Microsoft Office packages particularly excel.	✓	
<b>Skills</b>		
Demonstrate knowledge of facts, principles, processes and general concepts related to Accounts, Financial and Grants Administration		✓
Excellent communications skills across different functions and offices, internal and externally	✓	
High level of accuracy and attention to detail	✓	
Excellent organisation skills and proactive workload management	✓	
<b>Qualifications</b>		
Educated to A level standard/NVQ level 3 or equivalent level of practical experience	✓	

# Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>.

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

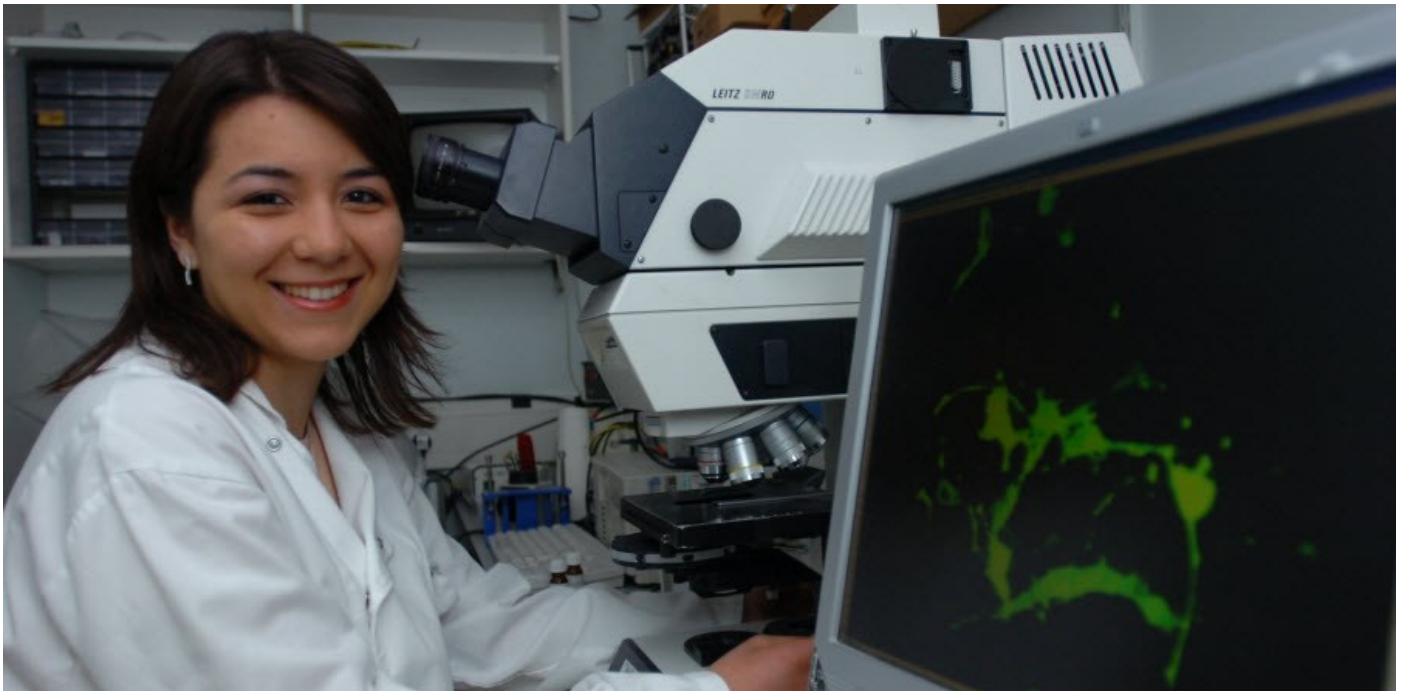
Attribute	Level
Valuing Diversity	A
Achieving Results	D
Communication	C
Innovation and Change	D
Negotiating and Influencing	D
People Development	D
Relationship Building	C
Strategic Focus	D

# Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



# Research Operations Office



**The University has an exceptional reputation as one of the world's leading research intensive academic institutions; a distinction which is of vital importance to its financial future through attracting external funding for research and to maintaining its academic excellence by attracting the very best research staff and students to Cambridge.**

## About the Research Office

The Research Office is part of the Unified Administrative Service and is responsible for the central administration and for taking a strategic role in the oversight and development of all aspects of the University's research activities.

It is also responsible for the central administration of the next Research Excellence Framework (REF).

The Office comprises the Research Operations Office (which is responsible for research administration including the administration of research grants and is based at Greenwich House and Cambridge Biomedical Campus) and the Research Strategy Office, which is responsible for support and development of research initiatives, providing advice on research strategy to the Pro-Vice-Chancellor (Research) and managing the University's REF activities (pre-and post-submission), and is based at the Old Schools.

Both the Research Operations Office and the Research Strategy Office fall under the Head of the University Research Office.

The Research Operations Office consists of approximately 140 staff and the Research Strategy Office of approximately 40 staff.



# The Research Operations Office

**The Research Operations Office is the University's official signatory for research grants and contracts, with formally delegated authority to submit applications, accept research grants and negotiate appropriate terms and conditions. Managing research projects includes monitoring expenditure, preparing statements and financial reports for the diverse sponsor requirements, and reconciling and closing the grant at the end of the project.**



Support is organised into School-facing teams, each led by an Assistant Director, giving each School Office and Head of Department with a single point of contact in Research Operations for strategic issues. Each School team has an experienced team who are responsible for a portfolio of departments within their School team, and liaise directly with academic staff relating to their departments research grants and awards and to ensure optimal terms are agreed, in line with University policy.

Cross-School functions support is also provided by the Research Operations Office include EC expert advice, audit and compliance management, operational policy development, equipment sharing and outputs coordination, and staff training.

The Research Operations Office provides strategic and operational support to the University's research activities, working closely with the Pro-Vice Chancellor for Research and

the Pro-Vice Chancellor for Enterprise and Business Relations, and in partnership with our academic staff to secure and manage funding from external organisations globally, nationally and regionally.

The Research Operations Office is responsible, annually, for submission of approximately 3,700 applications with a total value of £1.3bn and approximately 1,200 new awards with a total value of over £425m. In addition the Research Office puts in place around 3500 legal agreements.

The Research Operations team has a staff complement in excess of 140 and is the central administrative hub for research activities at the University.

# Terms of appointment

## Tenure and probation

The appointments will be made on a Fixed Term basis for 2 years and will be subject to satisfactory completion of a 6 month probationary period.

## Hours of Work and Working Pattern

The hours of work for the position are 36.5 hours per week. Your times of work should be agreed between you and your Line Manager.

## Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – Pension scheme details are available on our web pages at:

[www.pensions.admin.cam.ac.uk](http://www.pensions.admin.cam.ac.uk)

## Annual leave

Full time employees are entitled to annual paid leave of 7.2 weeks or 36 days including public holidays.

## General information

### Pre-employment checks Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us.

If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

### Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

### Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

**References** - offers of appointment will be subject to the receipt of satisfactory references.

## Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, [CROrecruitment@admin.cam.ac.uk](mailto:CROrecruitment@admin.cam.ac.uk) who is responsible for recruitment to this position.



# The University

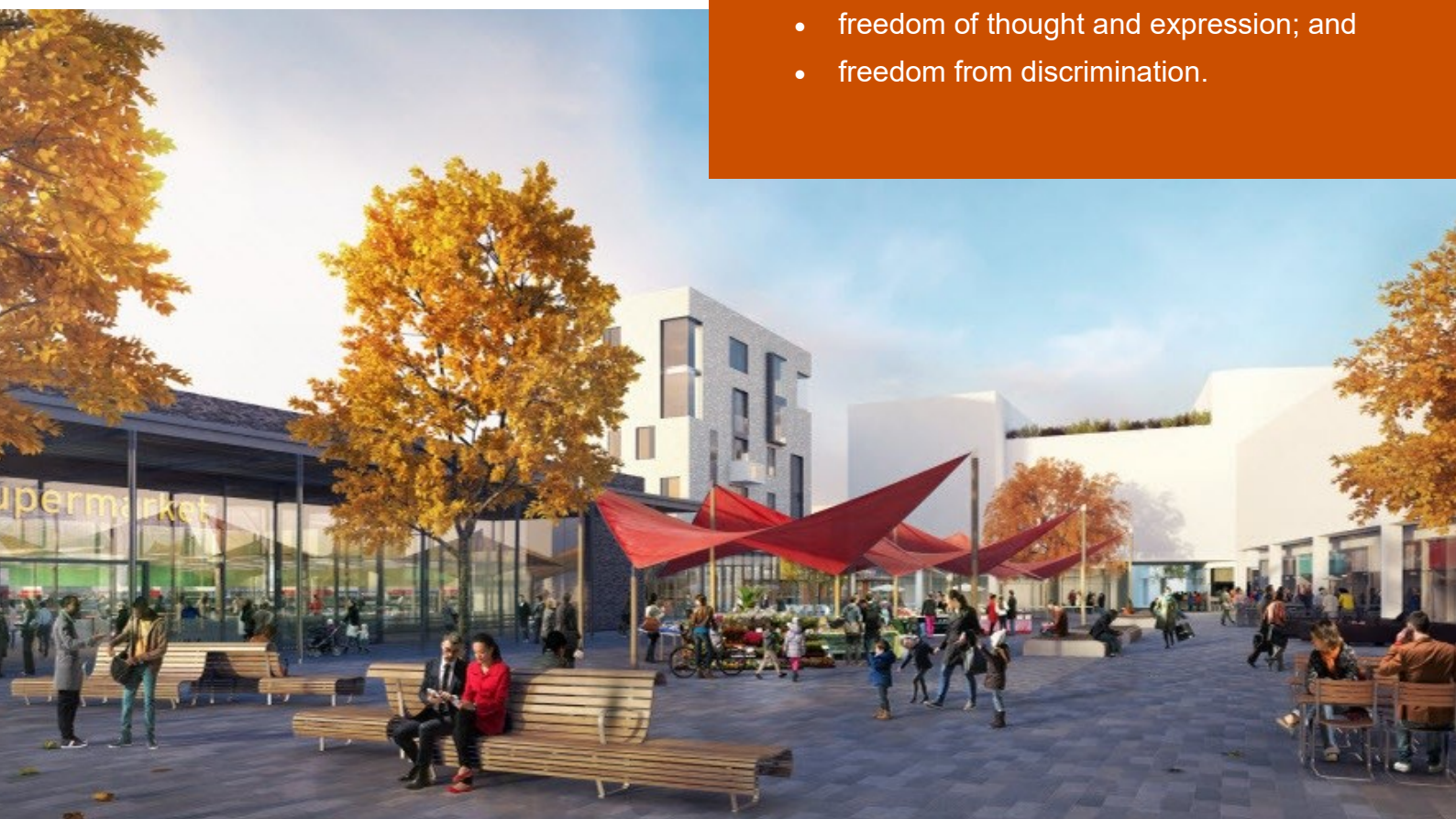
**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.**

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



# About us

**The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.**

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

*Stephen Toope, Vice Chancellor 2019*





# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



## **Equality & diversity**

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.



# Living in Cambridge

**Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.**

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.



## Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>

# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.





# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

The [Newcomers and Visiting Scholars Group](#) is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.





# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:  
Michael Hood. **Email: [Michael.Hood@admin.cam.ac.uk](mailto:Michael.Hood@admin.cam.ac.uk)**

If you have any queries regarding the application process please contact: **[CROrecruitment@admin.cam.ac.uk](mailto:CROrecruitment@admin.cam.ac.uk)**

The closing date for applications is: **20th October 2024**

The interview dates for the role are: **8th and 15th November 2024**