



European Union

European Regional
Development Fund



JOB DESCRIPTION

Timesheet and Payroll Liaison Officer

Vacancy Ref: N1258

Job Title: Timesheet and Payroll Liaison Officer	Present Grade: 5
Department/College: Research Enterprise Services – Project Support Unit (PSU)	
Directly responsible to: Knowledge Exchange Administration Manager	
Supervisory responsibility for: N/A	
Other contacts	
Internal: Head of Knowledge Exchange Support, PSU Team and Departmental Knowledge Exchange teams funded via ERDF, Interreg, HEIF and other related external funding streams.	
External: Knowledge Exchange Project Auditors, TS2000 Software Providers (CHL Ltd), Funding Bodies.	
Major Duties:	
<p>This post will provide financial administration support across the PSU team in particular as regards the financial costing through the timesheet system for the ERDF, Interreg and other related Knowledge Exchange projects. The post holder will work closely with the University’s Knowledge Exchange teams operating at a departmental level, External Project Partners and further with the Finance and Payroll teams.</p> <p>A key duty will be to manage the University’s TS2000 timesheet software which operates across all the Knowledge Exchange teams – this will involve the post holder becoming an ‘expert user’ in order to provide training and guidance to user groups across campus and also to project partners which are external to the University.. The post holder will also be the key contact with CHL Ltd who are the software provider for the system.</p> <p>This post is part funded through the European Regional Development Fund.</p> <p>Key Tasks include:</p> <ul style="list-style-type: none"> • To assist the PSU in the financial administration of the University’s Knowledge Exchange projects supported through ERDF, Interreg and HEIF and other related funding, in particular as regards project grant/claim preparations. • To support the PSU team in providing advice, support and guidance to the departmental Knowledge Exchange teams in the financial administration and management of their projects supported through ERDF, Interreg, HEIF, and other related funding. • To manage and run the TS2000 timesheet system and act as an ‘expert user’. • Provide training, advice and guidance to users of the TS2000 system. • Periodically to liaise with the PSU Quality Manager to update TS2000 User Training Guidance • To be the key contact point with the TS2000 software providers, CHL Ltd, and internal bodies such as ISS, Internal Finance and Payroll Department and External Partners Payroll Departments as may be necessary. • To undertake checks on output information from TS2000 to ensure accuracy of the information provided. • Provide reports to the Senior Knowledge Exchange Support Officer as regards time/costs relating to suspense accounts. • Retrieve web based documentation related to expenses and purchase cards and the retrieval of 	

other documents to support the compliance process.

- Organise and participate in the Knowledge Exchange Administrator's meetings.
- Undertake duties, training and development appropriate to the grade of the post as required by the Knowledge Exchange Administration Manager.
- Timesheet file audits and other data cleansing as required.

Skills:

Essential

- Close attention to detail and a high level of accuracy in all areas of work.
- Strong problem solving skills.
- Excellent interpersonal skills.
- Excellent organisation and planning skills.
- Willingness to work as an effective part of a team.
- Ability to prioritise workloads and work flexibly within tight deadlines.
- Ability to work with initiative and vision.
- High Level of IT Skills, excellent knowledge of Microsoft Offices packages in particular Excel and also Word and Powerpoint.
- Ability to be proactive and work with vision.

Preferable

- Knowledge and experience in the financial administration and regulatory aspects of HEIF, ESIF (ERDF/ESF) and other related Knowledge Exchange funding streams
- Knowledge of the TS2000 timesheet software package.
- Knowledge and experience of the financial administration and regulatory aspects of ERDF funding

Role Attributes

Quality:

- Proactive engagement and efficient use of PSU quality management systems
- Delivering and encouraging continuous improvement
- Taking ownership of change and encouraging innovation
- Customer focused, creating a service culture within and across teams
- Operational responsibility for the performance of relevant business procedures

Values:

- Promoting and defending the organisation's values and behaviours
- Demonstrating and encouraging inclusivity, trust and rapport in all interactions