

JOB DESCRIPTION
Post-Award Administrator
Vacancy Ref: N1965

Job Title: Post-Award Administrator	Present Grade: 5S
Department/College: Research Services	
Directly responsible to: Post-award Team Leader	
Supervisory responsibility for: none	
<p>Other contacts</p> <p>Internal: Research Services, other colleagues in the directorate, Finance, HR, other colleagues in Professional Services, academic staff, departmental officers</p> <p>External: Research funders (e.g. Research Councils, European Commission, Government Departments), other higher education institutions, project partners (e.g. industry partners), Association of Research Managers and Administrators (ARMA)</p>	
<p>Major Duties:</p> <ul style="list-style-type: none"> ▪ Undertake post award administration: process grant and contract acceptances and start certificates, cost and monitor staff commitments on research projects, identify invoicing issues and resolve ambiguities in the grant information prior to setting up on the University's research information systems ▪ Responsible for submitting claims, invoices and financial reports to funders to contract timescales or milestones, including liaison with principal investigators to determine if appropriate milestones have been met and expenditure is appropriate and eligible according to the funders' terms and conditions ▪ Respond to grant queries from principal investigators, department officers and research funders ▪ Responsible for month end financial procedures and reporting; review the appropriateness of monthly journal transactions submitted by departments ▪ Provide advice and guidance and on occasion admin support on large collaborative grants, including Horizon 2020, FP7, Marie Curie and other large grants being led by Lancaster ▪ Undertake project reviews; analyse financial activity and verify expenditure is eligible, review budgets for projects awarded in foreign currencies to check for exchange rate fluctuations, advise principal investigators and departmental officers on corrective measures as appropriate ▪ Coordinate and liaise with auditors (internal, external or funder) where grant audits are required to ensure timely and successful audit procedures ▪ Initiate subcontract process with the contracts team and advise on financial requirements for subcontract ▪ Update and review the Research Services Post-award procedures documents and guidance as necessary (including web-based information) ▪ Administration of the Doctoral Training Accounts and provide advice and guidance to departmental officers on these and other post-graduate student funding ▪ Provide training on post award procedures to departmental staff ▪ Manage and maintain user accounts on university research information systems and funder submission systems ▪ Keep abreast of changes to funders' rules and regulations and other HE sector changes that may affect the University's portfolio of awarded research grants ▪ Provide support to the Post-Award Team Leaders and the Research Support and Systems Manager, contribute to the overall work of the office and other such duties in accordance with the grading of the post as required from time to time 	