

JOB DESCRIPTION

JOB DETAILS	
Job Title	R&D Finance Manager
Reports to	Senior Research & Development Manager
Accountable to	Research & Development Director
Band	7 (indicative)
Department/Directorate	Research & Development

JOB PURPOSE
The Research and Development (R&D) Directorate is entirely funded with external income which comes from multiple sources. This changes year on year and throughout the year related to direct patient activity, commercial and non-commercial research grants, Department of Health and Social Care Excess Treatment Costs and National Institute for Health and Social Care Research (NIHR) infrastructure and strategic funding. The post holder will: Oversee the finance team within the Research and Development (R&D) Directorate ensuring financial information is processed in accordance with internal Trust procedures and standing financial instructions and external requirements of the NIHR, Charity and Life Sciences commercial partners. Provide comprehensive support for the management of R&D funding, which will include ensuring there are robust processes in place for the management of R&D finance including commercial and non-commercial income projection, activity costing, cost recovery and funding distribution across the whole Trust and managing highly complex enquiries in relation to these. Work closely with the R&D Director and Associate Directors, Lead Research Nurse and Matron and Senior R&D Manager to provide financial assistance and advice as required to the R&D professional services and clinical teams and contribute to corporate reporting including to the Trust Board and external NIHR funders and providing strategic and business planning advice to the senior R&D team. Prepare and complete internal Trust and external accounts and returns, ensuring this meets internal and external timescales and legal requirements, interpreting these where necessary. Establish and maintain close working relationships with the internal management accounts team and the finance teams within the University of Exeter who the Trust has a Joint Research Office with and also any other University with whom the Trust establishes research collaborations.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
Provide line management for the R&D finance team Ensure robust systems are maintained within the R&D directorate to ensure accurate income projection can be achieved across all potential income sources. Ensure finance processes remain optimal to recover commercial and non-commercial research income with invoices raised in a timely fashion and reconciled against expected income. Maintain accurate processes to distribute recovered income across the R&D teams and the Trusts Care Groups and support services. Ensure desk top procedure notes are developed and maintained for all tasks under the post holders' control.

Undertake accurate costing of research grants including attribution of grant activities, support the monitoring and tracking of awarded grant funding.

Provide financial assistance to the Clinical Research Delivery teams to ensure they are supported to manage fluctuating staff budgets.

Ensure robust processes are in place for the timely payment of patient expenses and research funding to external collaborators.

Contribute to internal and external financial reporting.

Provide data to support business planning and oversight of activity.

Identify financial risks and work with the senior R&D team to mitigate these.

KEY WORKING RELATIONSHIPS

Areas of Responsibility: Financial Management

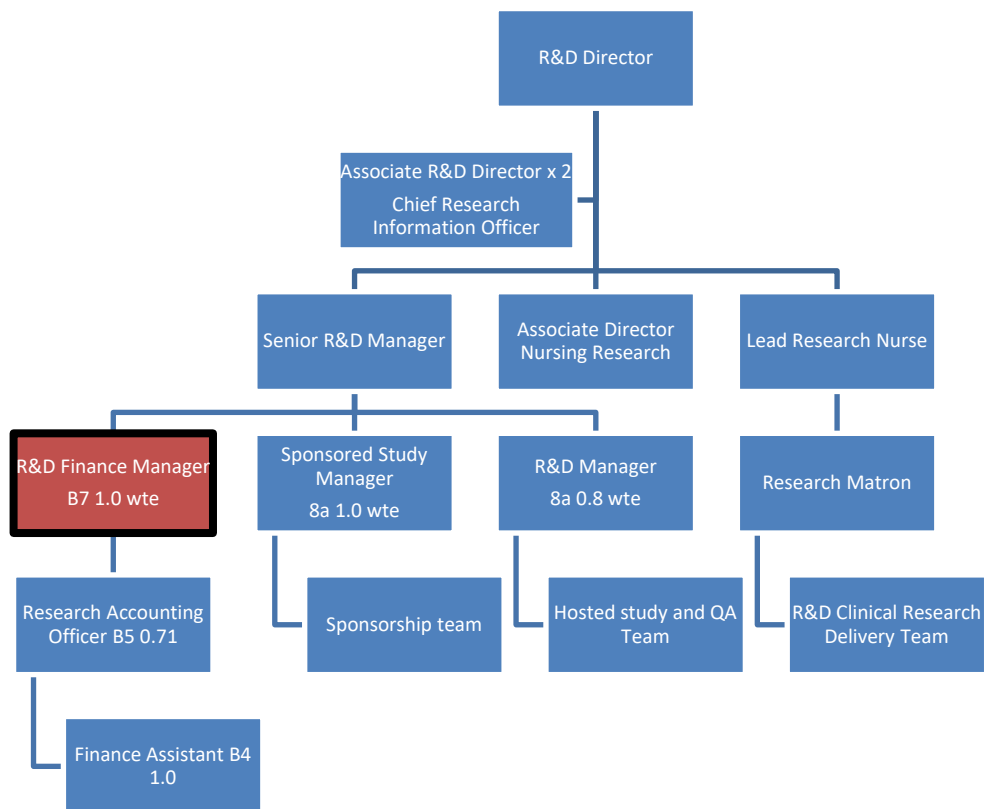
No. of Staff reporting to this role: 2

The post holder is required to deal effectively with staff of all levels throughout the Trust, wider healthcare community, external organisations and the public. This will include verbal, written and electronic media. In addition, the post holder will deal with the wider healthcare community, external organisations and the public.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• Director of Research & Development • Associate Directors of Research & Development • Lead Research Nurse • Research Matron • Senior R&D Manager • R&D Manager • Sponsored Study Manager • R&D Management Accountant • Clinical Research Delivery Team Leads • Chief/Principal Investigators	• University of Exeter • Key NIHR BRC, CRF, HRC and RRDN staff • Life Sciences Companies • Key NHS Trust and General Practice partners

ORGANISATIONAL CHART



FREEDOM TO ACT

Works to achieve agreed objectives and is given freedom to do this in own way, working within broad professional policies for example ensuring R&D funds are managed within NHS standing financial instructions as well as funder requirements e.g. NIHR

Acts without reference to manager seeking advice as required.

Acts as lead specialist in research funding being conversant with all aspects including research costing, projecting income and cost recovery and distribution.

COMMUNICATION/RELATIONSHIP SKILLS

Discusses complex financial queries with staff, suppliers, internal customers, including reasons for delays in payment and other sensitive issues, e.g. ensure there is effective communication between the Trust and external commercial and non-commercial partners in relation to payments including dealing with disputes and resolving payment issues.

Discusses financial issues with researchers within the Trust, other Trust and University collaborators as well as suppliers in relation to costing of research grants and commercial projects, which may be contentious e.g. agreeing elements to exclude where grant funding does not meet original project specification or agreeing what might be above standard of care within the Trust and cost needs to be covered or issues in relation to commercial income distribution.

Provides advice on complex financial and corporate issues to non-financial managers in relation to research finance e.g. by providing clear and effective written communication including complex financial information to internal and external stakeholders for example financial reports for internal governance purposes which projects income and potential cost recovery and verbal reports at meetings with multiple staff groups from across organisations, including the South West Commercial Research Group.

Ensure effective communication between Trust based and University researchers ensuring accurate and timely information is provided in written and verbal form to ensure accurate grant costing is achieved and that requested funding meets the needs of all parties, this will involve persuasive and negotiating skills.

Negotiates with NHS and external organisations over cost for research services for example imaging and ophthalmology services.

ANALYTICAL/JUDGEMENTAL SKILLS

Review and analyse highly complex information in relation to R&D finance which is exclusively externally generated from multiple non-commercial and commercial sources, in order to provide advice and information to the senior R&D team, e.g. project commercial income based on commercial contract values and the projected and actual number of patients in commercial trials, project NIHR RCF income based on awarded grants in previous financial year. including

Review R&D finance information and projected income to provide advice to the senior R&D team for example in relation to the commercial research portfolio and whether to delay or expedite opening clinical trials.

Provide financial advice and support the writing of business cases and grant applications for example for large-scale capital building or equipment projects such as the recent £1.6m genomics analyser or the £1.7m research centre.

Supports the senior R&D team to review targets and objectives across the multiple funding streams to inform the allocation of finances, for example reviewing complexity of clinical trials to inform service support cost allocation.

Reviews information to make judgements on financial risk, for example whether proposed research projects have sufficient external funds to cover costs and if potential cost saving or avoidance might mitigate any shortfall.

PLANNING/ORGANISATIONAL SKILLS

Plan and organise a broad range of complex activities, for example the costing of large-scale research grants, cost attribution for commercial trials, management of Department of Health excess treatment costs.

Formulate the finance plan for the R&D Directorate taking in to account fluctuations across and within financial years, adjusting plans as required e.g. managing in year withdraw of commercial trials, under or over recruitment of patients.

Continually review process implementing projects as required to make improvements internally e.g. cost attribution tools and across the Trust e.g. management of excess treatment costs and externally with University of Exeter on projects which span both organisations.

Prepare financial plans, reports and business cases as required for internal and external purposes e.g. plans for financial and people aspects of service provision.

Support the R&D senior team to make short, medium and long-term financial plans to ensure external income opportunities are maximised.

PHYSICAL SKILLS

Standard keyboard skills including but not limited to Microsoft word and excel as well as finance systems.

PATIENT/CLIENT CARE

Assist patients/clients during incidental contacts for example with expense payments.

POLICY/SERVICE DEVELOPMENT

Develop and maintain R&D policies to ensure compliance with NHS finance instructions as well as external funders including NIHR, Charity and commercial, e.g. commercial research income distribution policy, policy for use of NIHR Research Capability Funding.

Ensure policies and SOPs are developed and maintained to manage use of funds across the Trust for example use of NIHR Research Capability Funding or commercial incentivisation.

FINANCIAL/PHYSICAL RESOURCES

Support budget setting and monitor the R&D budgets which are provided by multiple commercial and non-commercial external sources and fluctuate within and across years.

Identify and lead financial initiatives to support better finance projection, costing, cost recovery and distribution e.g. commercial income tracking.

Act as an authorised signatory for R&D cost centres.

Provide finance advice and support including costing grants and providing advice to grant holders including those based at the University of Exeter.

HUMAN RESOURCES

Provide line management to the R&D finance staff.

Responsible for allocation of work to more junior R&D finance staff.

Provide training to clinical and other staff on R&D finance e.g. cost attribution and grant costing.

INFORMATION RESOURCES

Regular requirement to develop or create reports to support internal and external purposes, e.g. internal monthly governance meeting and annual Trust Board report, external grant funder reports.

Design and format spreadsheets and databases to support the financial management of R&D funds for finance and other R&D teams e.g. to provide visibility for monthly earned commercial income, recovery of research costs, distribution of income.

RESEARCH AND DEVELOPMENT

Undertakes regular audits of R&D process and systems to ensure they are fit for purpose and supports audits for internal and external partners e.g. NIHR

Provide financial information to the Trusts researchers e.g. provides costing information for grants, information to inform economic analysis of research

PHYSICAL EFFORT

Office based post with a combination of sitting, standing, walking, light physical effort, e.g. frequent requirement to sit at display screen equipment, lifting files and confidential waste sacks occasionally.

MENTAL EFFORT

Frequent concentration required when inputting data, checking and reconciling information, making calculations and when answering queries from staff in relation to financial queries.

May need to deal with interruptions whilst undertaking tasks for example may need to switch tasks to meet urgent grant or other applications.

Occasional requirement to concentrate for long periods when analysing complex financial data e.g. when preparing financial returns.

EMOTIONAL EFFORT

Limited exposure to distressing or emotional circumstances. The post holder may on occasion need to respond to concerns and questions from a wide range of people, some may be anxious or distressed e.g. patients in relation to their expenses.

WORKING CONDITIONS

Office conditions, uses display screen equipment for substantial proportion of the day. Exposure to unpleasant conditions is rare.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DSE) if appropriate to role.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	R&D Finance Manager
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Requirements	Essential	Desirable
Qualified accountant and member of an accountancy body which is a member of the Consultative Committee of Accountancy Bodies (CCAB) or equivalent experience.	E	
Educated to Masters level or equivalent level of experience of working at a senior level in specialist area.	E	
KNOWLEDGE/SKILLS		
Able to prioritise workload to respond to the changing demands of the service	E	
Excellent written and verbal communication skills and ability to communicate with all levels of internal and external stakeholders	E	
Evidence of post qualifying and continuing professional development	E	
An understanding of the background to and aims of current healthcare policy nationally and appreciate the implications of this on engagement.		D
Understanding of NHS Funding and commissioning arrangements		D
Member of relevant professional body		D
In depth knowledge of budget setting practice, budget report production and financial forecasting.	E	
Problem solving skills and ability to respond to sudden unexpected demands.	E	
Ability to analyse complex facts and situations and develop a range of options.	E	
EXPERIENCE		
Experience of working in planning and reporting across multiple complex functions including under pressure and to tight and often changing deadlines	E	
Extensive experience of leading and managing a team	E	
Previously responsible for a budget, with experience of budget planning, setting, costing, cost recovery and cost attribution	E	
Experience of working in research finance		D
<u>PERSONAL REQUIREMENTS:</u>	All E	
An ability to maintain confidentiality and trust.		
Used to working in a busy environment and able to make decisions autonomously.		

Adaptability, flexibility and ability to cope with uncertainty and change. Commitment to continuing professional development		
OTHER REQUIREMENTS The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Committed to further professional development Ability and willingness to work across multiple sites	E E E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	N				
Driving	N				
Food handling	N				
Night working	N				
Electrical work	Y	X			
Physical Effort	N				
Mental Effort	Y				X
Emotional Effort	N				
Working in isolation	N				
Challenging behaviour	Y	X			