

**Role: Finance and Contracts Executive**

**Band: C**

**Function: Technical Directorate**

**Band Descriptor:** Specialist team members with experience of specific fields, amending and constructing processes to particular criteria. These roles will be technically knowledgeable in a defined field. May have some supervisory/team leader responsibilities.

**Contribution to Corporate Business Plan:** Collaborating and providing technical knowledge

**Role purpose:** To provide professional support to the Technical Research and KE teams. To manage the contracting process through to sign off, to manage the financial elements of Technical programmes of work, to develop internal procedures and manage processes to ensure operational efficiency.

**Key Responsibilities:**

- Support and facilitate the production of any contracts for new projects that are approved and when necessary revision of R&KT contracts to ensure efficient processing of contracts in conjunction with the managers, contractors and AHDB procurement and legal.
- Quality control of complex contractual, financial and project management information, to meet the requirements of the research and KE strategies.
- Awareness of contractual obligations and resolving conflicts arising from failure to comply with these.
- Manage financial aspects of the research projects, ensuring that all projects have signed contracts in place that set out payment schedules linked to milestones. Raise purchase orders to cover these commitments and authorise invoices in consultation with project managers.
- If required re-phase budgets, revise milestones, and alter other contractual details.
- Reconciling project budget information on the projects database with financial records held within the AHDB accounts department to effectively manage monthly and year-end accounts, including regular reforecasting of project budgets throughout the year.
- Assist and cover across the administrative function as required.
- Takes personal accountability for quality of own work.
- The post holder will also be expected to carry out any other responsibilities commensurate with the role as required.

**Additional Job Specific Responsibilities:**

- Reconciling project budget information on the projects database with financial records held within the AHDB accounts department to effectively manage monthly and year-end accounts, including regular reforecasting of project budgets throughout the year.
- Ensuring the Planner database on the finance system is continuously updated and maintained with all contracted and intended project spend over a 5 year period.
- Improving and maintaining the R&KT finance database for research projects through timely processing of purchase orders and invoices, including an awareness of emerging financial and contractual problems with projects and responding rapidly to these problems and escalate as necessary.
- Creating new project records on SharePoint and logging relevant project details, finances and contractual information on them. Maintaining these records on an ongoing basis.
- Facilitating and coordinating the project pipeline of all tenders, calls, bids and unsolicited proposals. From initial interest through to approval/rejection.
- Completion of Post Project activities once final reports have been received and final invoices submitted, and where relevant a cost benefit analysis has been conducted.
- Interrogating databases and preparing summaries of detailed project statistics e.g. budget reports for specified contractors or activities and other ad-hoc reports.
- May have a mentoring role.
- Supports administrative colleagues within the team;

**Delegated Authority:**

- No budgetary responsibility in line with the standing financial instructions, however, is responsible for monthly account monitoring of the complete portfolio of projects.

**Person Specification – Knowledge/skills/experience:**

- Degree in finance / accounting or equivalent or AAT qualified / CCAB part qualified or through experience of the application of specialist techniques and processes.
- Experience of using finance software and databases
- Advanced numeracy and word processing skills (use of MS Word & Excel)
- Ability to interpret complex contractual documents
- Experience of research or project management (AMP or Prince2 qualified desirable)
- A high level of diplomacy
- Excellent attention to detail and quality control skills
- Good communication and team working skills
- Well-developed written and verbal communication skills

	Area of Expertise	Level Required
1	Influencing & Negotiating	2
2	Project Management	2
3	Financial Management	2
4	Contract Management	3
5	Quality Ownership	2
6	Process Management	3

	Area of Expertise	Level Required
1	Customer Mind-Set	2
2	Performance Driven	2
3	Respecting Others	3
4	Working in a Matrix	3

Version	Date	Author	Description
1.0	May 2016	R Laverick	Original
2.0	June 2017	HR	Amended AOE
3.0	January 2019	M Quagliano	Amended