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**Job Description**

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| **Job title:** | Studentship Accounting Technician (UKRI funding) |
| **Department/School:** | Finance & Procurement |
| **Grade:** | 6 |
| **Location:** | University of Bath main campus |

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| **Job purpose** |
| The post holder is responsible for the day to day financial accounting and administration of UKRI funded Training grants. These include, but not restricted to, Doctoral Training Awards, Centres of Doctoral Training, CASE and collaborations with other Institutions together with any related, University Research Studentships for Centres of Doctoral Training. |

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| **Source and nature of management provided** |
| Studentship Accountant within Finance & Procurement  |

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| **Staff management responsibility** |
| None |

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| **Special conditions**  |
| None |

| **Main duties and responsibilities**  |
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| The main duties and responsibilities of the role are detailed below, but the post holder is expected to be flexible, to work as part of a small team, assist other team members as the need arises and develop contacts, build networks and establish good working relationships with our internal and external customers/suppliers including other Institutions, especially our GW4 partners. |
| **1** | Be responsible for the setting up in Agresso, the University’s Finance system, the following and determine which project type to set up projects to account for sponsored PGR funding including the student’s individual research training support code. Ensure correct key information is recorded on the project master file to allow for internal and external reporting and monitoring, including start and end dates, student number, budgets and milestones.* Bath’s Training Grant Studentships from UKRI
* Bath’s Centres of Doctoral Training from UKRI
* Other Institutions’ Training Grant Studentships from UKRI
* Other Institutions’ Centre of Doctoral Training from UKRI
* Centre of Doctoral Training from Bath’s URSA

Close individual student research projects once the student(s) has left/completed their studies/funding duration has ended, having correctly cleared any balances to the relevant source(s) or department code.Close grant pot projects once training grants have ended and final payment received. |
| **2** | Run the project milestone report for studentship projects which the post holder is responsible, action task for example, posting of journals, budget virements and other arrangements such as calculating, generating and submitting claims and invoices to sponsors and partner institutions. |
| **3** | Monitor and reconcile the actual spend on the finance system against budget and with the commitments on Fund Management for all UKRI training grants and Centres of Doctoral Training.Make the necessary transfers each year where appropriate to balance the projects for year-end accounting purposes.Prepare regular interim expenditure statements on each Research Council training award ensuring that Agresso and Fund Management are in line. |
| **4** | Review and approve new applicants entered in Fund Management module in the Student System by the Doctoral College against Doctoral College spreadsheet and paperwork receivedEnsure all questions are answered correctly, checking that the particular funding scheme rules are being followed and pro-rata / manual values have been correctly calculated and recorded. Amend any errors. 1. For UKRI Research Council funded studentships and related commercial / other sponsor funding including University funded studentships for Centres of Doctoral Training (CDTs).
2. Support with fully funded studentships from commercial, charitable and other sponsors including donations.
3. Support with non CDT University funded studentships
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| **5** | Monitor the commitments on Fund Management for UKRI and URSA-CDT to ensure that funds are being fully utilised and where not, advise the Doctoral College on how best to maximise the utilisation of their funds. |
| **6** | Take responsibility for all UKRI and CDT students recorded in Fund Management that their funding details are kept up to date, adjusting entries when required, for example amending for suspensions, extensions, change of status, sickness and maternity, making sure that the correct tuition fee and maintenance rates are calculated and for the relevant quarter(s). Ensure sick / maternity documents have been received. This involves monitoring the Transfer Leavers and Suspenders report and ensure that students listed on this have been recorded and actioned correctly in Fund Management. |
| **7** | Report to the Research Councils through the Joint Electronic Submission system (JeS), within their deadlines, those students funded from Research Training Grants. Set up and maintain the individual student records including their academic and funding details and any related external sponsorship.For each individual student this involves, at the start of their award, interrogating the student system and liaising with the Doctoral College and/or supervisors to collect the abstract of their research thesis including where applicable categorisations and update the JeS record when received.Annually updating their financial details each year through JeS and ensure the system is kept up to date, amending for suspensions, extensions, change of status and maternity. |
| **8** | Where Bath is the lead for training grants held in collaboration with other Institutions, liaise with these other universities, develop contacts, build networks and establish good working relationships to ensure that they provide all the information and data we require to meet our regulatory reporting obligations in a timely fashion. Raise purchase orders where appropriate.Where Bath is in receipt of studentship funding on training grants awarded to other Institutions, liaise with these other universities, develop contacts, build networks and establish good working relationships to ensure that we are able to provide reporting and funding information in a timely and accurate manner. Ensure that all systems (Agresso, Fund Management & JeS) are kept up to date for changes and claim monies due by submitting accurate and timely invoices where appropriate. |
| **9** | At the end of each training grant, prepare and reconcile the final expenditure statement for submission through JeS to the appropriate Research Council. Ensure this agrees with Agresso, the University’s finance system and Fund Management. Calculate and journal any tuition fee reduction adjustments. |
| **10** | Be a source of expertise on the rules of the various UKRI training grant schemes, including the Centres of Doctoral Training and associated University funding. This will require you to, research and interpret the detailed rules, terms and conditions of both existing and new funding schemes and ensure the University remains compliant when the rules change.Advise Doctoral College, Directors of Postgraduate Studies, supervisors, students and other central departments on the rules, regulations and criteria of the various Research Council training funding schemes.Deputise for the Studentship Accountant when require in relation to UKRI Training grants and Centres of Doctoral Training and attend meetings with our collaborating Institutional partners. |
| **11** | Support the team in providing advice for all queries in relation to studentships. This could be to students existing or new, academic supervisors and/or faculty finance personnel and Doctoral College staff.This also includes collecting Maintenance Agreements and BACs details where applicable and ensure the relevant systems are updated. |
| **12** | Support the team in producing proof of funding confirmation letters for student requirements, such as for use with visa applications / extensions and landlord rental agreements, via Word and PDFs. You will need to interrogate the system to extract the correct data and financial values from all sources for a student. |
| **13** | Ensure paper filing is kept up to date. Annually review files to be archived for all studentship records maintained by the Studentship team. |
| **14** | Support the other members of the Studentship team and also the Student Finance Office team, with whom the Studentship section work closely, as and when required. |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance |

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**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| AAT or equivalent | 🗸 |  |

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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Experience of working as part of a finance team at accounting technician level  | 🗸 |  |
| Experience of working with large financial systems and getting the most out of these systems. | 🗸 |  |
| Significant experience of working with spreadsheets, with an understanding of the controls needed when working with data in this environment. | 🗸 |  |
| Knowledge and practical experience of financial procedures | 🗸 |  |
| Experience of organising a busy workload with sometimes conflicting priorities to meet deadlines | 🗸 |  |
| Knowledge/experience of student finance/funding |  | 🗸 |
| Experience working in a higher education environment |  | 🗸 |

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| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Able to provide clear, practical and accurate advice to students and staff at all levels on procedures and requirements | 🗸 |  |
| Ability to communicate effectively and professionally with staff, students and external funders., and develop good working relationships with them | 🗸 |  |
| Ability to analyse and present complex data | 🗸 |  |
| Excellent organisational skills, and able to prioritise a busy and varied workload in a demanding environment | 🗸 |  |
| Competent, conscientious and motivated with a methodical and adaptable approach to work. Able to work on their own initiative | 🗸 |  |
| Commitment to providing an excellent and professional service | 🗸 |  |
| Good team worker with helpful and supportive manner | 🗸 |  |

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| **Effective Behaviours Framework**The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.  |
| **Managing self and personal skills:**Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.   |
| **Delivering excellent service:**Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.   |
| **Finding innovative solutions:**Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.   |
| **Embracing change:**Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.  |
| **Using resources:**Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.   |
| **Developing self and others:**Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.   |
| **Working with people:**Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.    |
| **Achieving results:**Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.   |