

Role Purpose:

To support the Grant & Project Finance Team with the financial delivery of private and grant funded projects.

Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.

Role Specific Responsibilities:

Grant & Project Account Administration

- To administer the financial requirements of all grant offer letters (contracts) and private contracts.
- To calculate methodology and compute overhead recovery and intervention rates.
- To analyse costs and timesheets to ensure they are eligible, correctly coded and within budget.
- To support the finance function in processing CPI Group accounting journal entries and reconciliations according to agreed procedures and deadlines.
- To support the Grant & Project Finance Team with maintenance of project cash flow plans and forecasting.
- To provide audit preparation and assistance across a wide range of projects as well as to the CPI Group.

Grant & Project Reporting

- To produce various project and cost reports and review proactively with Project Managers, highlighting and investigating variances.
- To produce and issue other relevant ad-hoc financial and project progress reporting as required.

Grant Claim Production

- To provide various reports and support the delivery of a grant and project management service in line with departmental targets and objectives.
- To produce and submit all grant claims, ensuring compliance with various UK and EU rules, regulations, and deadlines.
- To review all costs and commitments with Project Managers to ensure accurate forecasting.
- To coordinate and guide other grant participants (where CPI is a Lead Partner).

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- To ensure that all support information, including full audit trail and reconciliation of grant claims and project costs is captured and maintained.

System Development and Process Maintenance

- To support the continuous improvement, development, management and project accounting systems and procedures.
- To regularly maintain the project accounting system, ensuring it is kept up to date.
- To review, develop and maintain project accounting schedules.

Other Activities:

- To work in a collaborative manner with other departments and CPI auditors to identify any R&D qualifying expenditure eligible for tax relief.
- To support finance team members to meet deadlines and covering essential roles when required.
- To effectively plan and prioritise own workload to fully support month-end/year-end activities across the Finance team, ensuring tasks are completed in a timely and accurate manner.
- Any other ad-hoc duties required to meet the objectives and targets of the department.

Good Manufacturing Practice - GMP

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

Data Integrity - DI

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that they are attributable, legible, contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in

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which they are generated, are recorded, processed, retained and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions and undesirable results.

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to level 3 or equivalent, in a business-related discipline, OR have relevant practical experience with grant funded projects.	Educated to HND level or equivalent, in a business-related discipline. AAT or an equivalent Accountancy qualification.

Competencies and behaviours	
Leadership (Enabling)	Decision Making (Influencing)
- Builds and leads groups, communicates a compelling and inspired vision or sense of core purpose to arrive at an agreed schedule of work for a project, including agreed success criteria. - Demonstrates commitment to common goals, integrity, and trust in all dealings with colleagues and customers.	- Confidently draws reliable conclusions from diverse and sometimes incomplete data. - Proactively sources and refers to how others have tackled similar problems previously. - Considers risks, and consequences, and takes accountability for, the impact the decision has on the business including costs/ benefits. - Thinks ahead, ensuring that the potential of teams and projects are unlocked and making future focused decisions.
Communication (Influencing)	Developing self and others (Enabling)
- Comfortably employs a wide range of communication styles and approaches to suit different situations and audiences (external and internal stakeholders) in diverse situations. - Builds effective two-way communication channels within the business area and	- Supports others in their development. - Is personally committed to, and actively seeks, opportunities to improve continuously. - Is comfortable learning from the experiences of others and recognises the differing strengths of team members.

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across departments whilst maintaining credibility and securing commitment.	- Provides honest helpful feedback to others on their performance. - Insightful about self, strengths, and limitations, and how to maximise contribution.
Collaboration (Enabling)	Delivery (Enabling)
- Understands the value of establishing effective and supportive relationships, and collaborative working. - Actively listens, questions and observes body language so as to understand communication from others. - Cultivates and maintains partnerships across departments to deliver impactful innovations for the business as a whole.	- Prioritises activities based on their impact and strategic importance. - Takes responsibility and monitors own performance. - Can articulate how their work feeds into projects. - Creates and exploits useful metrics. - Displays commitment and engagement to own work. Pursues everything with energy, drive, and a need to finish, even when faced with setbacks or resistance.

Knowledge and Experience:

Essential:	Desirable:
Experience in the use of Microsoft programmes including Outlook and Excel.	Experience of administering a grant portfolio of projects; including both UK and EU grants.
Experience/Knowledge of Grant Claim Production in ERDF or Horizon 2020.	Practical experience of Project accounting software is desirable.
A proven track-record of working with grant funding.	
Knowledge of public sector performance requirements and EU procurement rules.	
Proven experience of completing month-end processes to agreed timetable and to a high degree of accuracy.	

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This role is partially funded by the European Regional Development Fund 2014-2020.

Signature of Job Holder	
By signing this you confirm you have read, understood, and agree to work in alignment with the above job description.	
Printed name	
Signature	
Date	