University of Nottingham
UK | CHINA | MALAYSIA

JOB DESCRIPTION

Job Title:	Administrative Assistant (Research Finance)
School/Department:	Research & Knowledge Exchange (RKE) Hub
Job Family and Level:	PSS - Level 2
Reporting to:	Research Project Assistant Manager
Contract Status:	6-month temporary contract
Purpose of role:	To assist in financial administration and procurement processes related to research grants and projects

Generic roles:

No.	Description
1.	Maintain invoice tracking database and follow up on pending invoice issuance and payments
2.	To process financial transactions (payment, reimbursements, claims)
3.	To track research project fund utilisation and flag variances or overspending
4.	To ensure all grant financial records are accurate and consistently updated across the master list, RIS applications, and other university systems

Specific roles:

No.	Description	Required Competency
1.	Responsible for creating and maintaining a database record to monitor all pending invoices, including tracking invoice issuance status, outstanding balances, and ensuring timely collection and record updates	Invoice and Record Management
2.	To support financial operations by managing invoice details, payments, reimbursements, and claims, ensuring proper documentation and adherence to relevant procedures	Financial Operations Support
3.	Supporting research project budget tracking, expenditure monitoring, and basic financial reporting	Budget and Expenditure Monitoring

4.	Maintaining accurate records in relevant systems (e.g. RIS or other university databases)	Records Management
5.	Liaising with academic and administrative staff to gather required financial data (*if required*)	Stakeholder Coordination
6.	Providing general administrative support to the RKE Hub team as needed	Administrative Support
7.	Assisting in improving record-keeping and reporting processes where applicable	Process Improvement Support

Job Requirements:

Specification	**Essential**	**Desirable**
Qualifications/ Education	• Bachelor's level degree (any subject) or equivalent vocational experience relevant to the role.	
Knowledge and Skills	• Excellent oral, written and communications skills in Bahasa Malaysia and in English. • Excellent IT skills. • Good working knowledge of Microsoft Office. • Accuracy and attention to detail. • Proven analytical and problem-solving capability.	• Strong organisational and multitasking skills • Excellent communication and interpersonal skills • Time management and problem-solving ability • Basic knowledge of budgeting and project management
Working Experience	• Substantial experience in a comparable and relevant role demonstrating general knowledge of technical, financial and professional practice, • Accuracy, reliability and willing and adaptable to learn new skills and procedures as required by changing University procedures and legislation, • Evidence of personal and professional development.	Finance management

Character Attributes	• Ability to work to deadlines. • Ability to work effectively in a fast-paced environment and manage competing priorities. • Ability to work independently, using initiative and sound judgement with minimal supervision.	• Well organised and able to prioritise conflicting tasks and meet operational deadlines, • Ability to play an active, supportive and flexible role within the team.
Others	• Understanding of research environment at higher learning institutions.	• Experience and involvement in the high performing research environment.