

# Research Project Administrator

- Location: SAMS site, Dunbeg, near Oban
- Hours of work: Full time – 37 hours per week
- Salary range: £26,444.000 - £29,605.00 per annum
- Contract type: Fixed Term – 42 months

## Company

The Scottish Association for Marine Science is an equal opportunity employer; we welcome applications from people with disabilities. We value the diversity of the people we hire and serve.

Diversity at SAMS means fostering a workplace in which individual differences are recognised, appreciated and respected, as well as responded to in ways that fully develop and utilise each person's talents and strengths.

## Job Description

The Research Project Administrator is responsible for providing comprehensive administrative and financial support to external research projects at the Scottish Association for Marine Science – ACCLIMATISE and MOSAIC.

The ACCLIMATISE and MOSAIC projects are supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

Your main responsibilities will be:

- Provide administrative support for externally funded research projects.
- Monitor project budgets, review expenditures, and prepare financial reports and claims in line with funder guidelines.
- Create and maintain accurate project records.
- Support Project Leaders by providing advice and guidance on financial management of projects.
- Fully engage with project audits, gathering information, collating evidence and ensuring compliance.
- Monitor the shared mailbox and prioritise workflows.
- Assist in the preparation of the annual staff budget.
- Support the preparation and submission of research proposals and grant applications.
- Be pro-active in the application of SAMS Health & Safety Procedures.

## Requirements and Qualifications

### **Essential:**

- Experience of financial administration.
- Excellent organisational, analytical, and communication skills.
- Proficiency with Microsoft Office - Excel, Outlook and Teams.
- Experience of working in a busy office environment.

- Ability to work on own initiative and to prioritise workload to meet deadlines.
- Strong attention to detail.

**Desirable:**

- Experience of research administration.
- Knowledge of research funding.
- Experience of Finance Business Partnering.

## How to Apply

Applications may be submitted by e-mail, handed in to our reception team or by postal mail no later than 5<sup>th</sup> January 2026.

Interviews will be held shortly thereafter.

(Job Ref No: D15/25.GM)

(Scottish Association for Marine Science)

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(01631 559000)

(recruitment@sams.ac.uk)

([Vacancies — Scottish Association for Marine Science, Oban UK](#))

Attention: (SAMS HR team)