

Senior Research Fellow/Senior Program Manager
(Engineering/Science)
Nanyang Technological University

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Posted Feb. 5, 2024, set to expire Jun. 5, 2024

Job Title	Senior Research Fellow/Senior Program Manager (Engineering/Science)
Department	NTI-NTU Corporate Laboratory
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Feb. 5, 2024
Application Deadline	Open until filled
Position Start Date	Feb. 5, 2024
Job Categories	Professional Staff
Academic Field(s)	Accounting and/or Taxes
Job Website	https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Senior-Research-Fellow-Senior-Program-Manager--Engineering-Science-_R00016087
Apply Online Here	https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Senior-Research-Fellow-Senior-Program-Manager--Engineering-Science-_R00016087
Apply By Email	
Job Description	

NTI-NTU Corporate Laboratory is a collaboration between Nanofilm Technologies International Limited ("Nanofilm", "NTI"), Nanyang Technological University ("NTU") and supported by Singapore under RIE2025. The Laboratory's objective is to propel Innovation and Technologies commercialization through NTU's innovation and NTI's deep technology. NTI-NTU Corporate Laboratory aligns with Singapore's RIE2025 handbook – which emphasizes the nation's commitment to research and

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innovation, aiming to drive economic growth and address national challenges.

The Nanyang Technological University NTI-NTU Corporate Laboratory is seeking to hire a Senior Research Fellow (Senior Program Manager) who will be pivotal in providing strategic financial leadership and support for all aspects of the Corporate Laboratory.

Key Responsibilities:

- Lead and coordinate concurrent research projects together with Corp Lab director, PIs and ensuring they are completed within time and budget, and meet quality standards. Work together with project PIs, and researchers in budget and funding management to ensure the well going on project.
- Monitor research project schedule, oversee delivery of project and coordinates project activities together with Corp Lab project manager. Management and scientific contribution to the research activities to meet all project milestones / deliverables / reports / budget utilization rate.
- Financial management of research projects and ensure optimal expenditure within the allocated budget.
- Accountable for financial advisory and support, advising financially and research aspect for Principal Investigators and research staff. Responsible for projects closing, including financial reconciliation and ensuring any surplus or deficit is appropriately addressed.
- Manage procurement process, including verification and approval of expenditures.
- Prepare financial reports including monthly, quarterly, yearly, and ad-hoc reports.
- Manage accounting and auditing issues, including liaising with internal and external auditors, ensuring compliance with statutory and university standards.

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Job Requirements:

- A minimum of a Bachelor's Degree in Accountancy/Accounting/Finance is required or a Master's or PhD in Engineering is preferred.
- At least 3 years of relevant experience in research management, preferably within a research or academic setting. Experience in managing budgets, financial reporting, and procurement is an advantage.
- Proficiency in financial management systems (e.g., Ariba) and standard accounting software. Strong analytical skills.
- Must possess strong problem-solving skills to address and resolve accounting and auditing issues efficiently and effectively.
- Ability to function effectively in a dynamic environment and adapt to change while maintaining high performance standards.
- A good understanding of relevant laws, regulations, and standards governing financial practices in the academic and research sector.
- Excellent verbal and written communication skills are necessary to effectively liaise with various stakeholders, including senior management, auditors, and team members.

We regret that only shortlisted candidates will be notified.

Contact Information

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Contact

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