The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Founded in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources.

Our diverse research talents, skills and experience, underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

We have 3,000 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.
LSHTM is also a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,000 face-to-face Master’s and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses are studied by more than 55,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we placed 151-200 overall, and ranked 3rd in public health, 40th in clinical medicine, and 76th in human biology. In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health in the 2019 QS World University Rankings.

In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health and social sciences and biomedical. LSHTM ranked first in Europe for research impact in sciences, based on its proportion of publications that belong to the top 1% most frequently cited publications, in the 2018 CWT Leiden Ranking.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen’s Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. (LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates).

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.
JOB DESCRIPTION AND PERSON SPECIFICATION

POST: Assistant Research Finance Manager

DIVISION/DEPT/UNIT: Research Operations Office (ROO) – ITD/PHP

RESPONSIBLE TO: Research Finance Manager (RFM)

GRADE: 6

JOB DESCRIPTION

Job Purpose

The Assistant Research Finance Manager supports the efficient management of a faculty’s research and consultancy portfolio within agreed service levels set down by the Joint Heads of Research Operations.

The role holder is responsible for the financial administration of research and consultancy applications and awards in line with funder terms and conditions and for recovery of all eligible project expenditure. They are expected to take on additional responsibilities for developing knowledge in a variety of areas, such as systems and processes, quality assurance and compliance. As a senior member of the Research Funding team, the role holder will be expected to mentor and support the Research Funding Officers.

Responsibilities

1. Support the Research Finance Manager by managing the administrative processes associated with the research grant lifecycle and proactively promoting good research grant management practice aligned to School policies and procedures

2. Contribute to the development of School policy, priorities and agendas by highlighting issues and suggesting improvements

3. Be responsible for the day-to-day administration of the faculty’s research grant and consultancy portfolio

4. Post-award responsibilities include:
   - activating awarded grants
   - authorising budget expenditure in accordance with School procedures
   - day-to-day management and prioritisation of a portfolio of grants
   - producing research grant claims and financial statements for funders
   - reconciliation and closure of completed projects
5. Ensure processes are carried out on a timely basis, accurately and in accordance with the School’s policy and funder requirements.

6. Take responsibility for the accurate and complete entry of project data into the School’s research management systems.

7. Proactively identify problems at an early stage and resolve appropriately.

8. Conducting regular one to ones with Research Finance Officers and act as a point of escalation for more complex queries from other team members, and deputise in the absence of the Research Finance Manager.

9. Propose changes to School policies, procedures and administrative systems relevant to research project administration.

10. Provide specialist expertise and knowledge on research administration to member of the Research Finance team and staff in the wider ROO function.

11. Implement changes in School policies, procedures and administrative systems relating to research project administration.

12. Provide specialist expertise and knowledge in one or more areas of overall research administration for the ROO as a whole (e.g. funders’ terms and conditions, EU administration, financial reporting, research management systems development).

13. Keep abreast of developments in the external research environment (policy, funders) that will impact on School research administration processes and/or research funding activities.

14. Ensure that the School builds and maintains good relationships with key funding bodies through resolving post award issues, especially in relation to grant progress and final reports (including financial reports).

15. Participate in relevant external professional networks and disseminate information to Faculty teams and staff. Where possible seek to influence policies in the interests of the School and network with other end users.

16. Proactively provide high quality advice to researchers, team members and administrators on matters relating to grant administration, involving the communication of complex information and concepts to staff with carrying levels of existing understanding.

17. Support the Research Finance Manager with the development and implementation of guidance related to grant administration, including grant setup, reconciliation, invoicing and reporting.

18. Develop and deliver training to academic and support staff members with respect to the management of awards in order to encourage compliance with School...
procedures and best practice

19. Work with colleagues across the School to streamline and improve research management processes

20. Contribute to the general work of the research operations team by covering for other members of the team during absences

21. Undertake any other duties as reasonably delegated by the Research Finance Manager or the Head of Research Operations

22. Manage your own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation

23. Demonstrate the School’s values through your behaviour at work, including your duties and responsibilities in respect of equality and diversity, health and safety, data protection, and any other legislative requirement

24. Delegated responsibility for signing off of interim financial reports up to an agreed threshold
**PERSON SPECIFICATION**

**Qualifications**

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<tr>
<th>The successful candidate should:</th>
<th>Essential/Desirable</th>
<th>Tested by*</th>
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<tbody>
<tr>
<td>Hold an undergraduate degree and/or have equivalent specialist training and/or hold an appropriate financial qualification</td>
<td>Essential</td>
<td>A, I</td>
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<tr>
<td>Hold a relevant financial/accounting qualification</td>
<td>Desirable</td>
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* A = application; I = interview; T = test

**Background & Experience**

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<th>The successful candidate should have a background in, or experience of:</th>
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<tr>
<td>Complex grant administration/research management (preferably within Higher Education)</td>
<td>Essential</td>
<td>A, I</td>
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<td>Working effectively and flexibly as a member of a team</td>
<td>Essential</td>
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<td>Working in a customer focused environment and meeting customer needs</td>
<td>Essential</td>
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<td>Communicating complex information to non-specialists and colleagues within research management</td>
<td>Essential</td>
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<td>Working independently and proactively</td>
<td>Essential</td>
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<td>Working with high levels of accuracy and with attention to detail</td>
<td>Essential</td>
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<td>Providing informal and formal guidance and training</td>
<td>Desirable</td>
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<td>Developing written guidelines and/or training materials</td>
<td>Desirable</td>
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<td>Writing/developing material for the web</td>
<td>Desirable</td>
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**Knowledge**

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<th>The successful candidate should have demonstrable knowledge of:</th>
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<tr>
<td>Financial accountancy</td>
<td>Essential</td>
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<td>The principles and application of Full Economic Costing (FEC)</td>
<td>Essential</td>
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**Skills & Competencies**

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<th>The successful candidate should demonstrate:</th>
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<tr>
<td>Proven ability to understand and interpret complex contract documentation and funder financial terms and conditions</td>
<td>Essential</td>
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<td>Proven ability to understand, interpret, apply and develop policies and procedures</td>
<td>Essential</td>
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<td>Excellent oral and written communication skills</td>
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<td>The ability to use judgement, initiative and creativity to identify and solve complex problems</td>
<td>Essential</td>
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<td>Excellent organisational and planning skills including proven ability to organise and prioritise workload, work efficiently and meet tight deadlines</td>
<td>Essential</td>
<td>A, I</td>
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**ASYLUM AND IMMIGRATION STATEMENT**

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: [www.ukba.homeoffice.gov.uk/employers/points](http://www.ukba.homeoffice.gov.uk/employers/points)