

JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Research Finance Officer
DIVISION/DEPT/UNIT:	Research Management
RESPONSIBLE TO:	Research Finance Manager
GRADE:	5

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, with 4,000 students and more than 1,300 staff working in over 100 countries. The School is one of the highest-rated research institutions in the UK, and was recently cited as one of the world's top universities for collaborative research.

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 by Sir Patrick Manson in 1899, the School is now part of the University of London and has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our research funding has grown to over £60 million per annum from national and international sources including the UK government, the European Commission, the Wellcome Trust and the Bill & Melinda Gates Foundation.

The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists. We work with our partners worldwide to support the development of teaching and research capacity, and our alumni work in more than 180 countries.

Further information is available at <http://www.lshtm.ac.uk/aboutus/introducing/index.html>

[Improving health worldwide](#)

JOB DESCRIPTION

Job Purpose

The Research Finance Officer supports the efficient management of a faculty's research and consultancy portfolio, ensuring an excellent level of service to the Academic and Professional Staff.

This role combines proficiency in post award grant administration with the opportunity to develop an area of expertise for example in funders' terms and conditions, EU administration, financial reporting or research management systems development.

Responsibilities

1. Have proficiency in and responsibility for the day-to-day administration of the faculty's research grant and consultancy portfolio in conjunction with department and project administrators, as appropriate
2. Post-award responsibilities include:
 - setting up and activating awarded grants
 - authorising budget expenditure in accordance with School procedures
 - review and authorise Staff and Student appointments on research grants
 - 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
3. Ensure processes are carried out on a timely basis, accurately and in accordance with the School's policy and funder requirements.
4. Take responsibility for the accurate and complete entry of project data into the School's research management systems.
5. Produce accurate reports from the School's research management systems.
6. Identify problems, resolving where possible or referring as appropriate.
7. Develop specialist expertise and knowledge in one or more areas of overall research administration (e.g. project costing, funders' terms and conditions, EU administration, financial reporting, research management systems development).
8. Keep abreast of developments in the external research environment (policy, funders) that will impact on School research administration processes and/or research funding activities.
9. Build strong relationships with the Academic and Professional staff within the Faculty, Departments and other school services.
10. Develop specialist expertise in and knowledge of one or more major funders of research and provide appropriate information for the ROO webpage.
11. 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).

12. Attend relevant external professional networks e.g. user groups for EC, AGRESSO, pFACT, etc.
13. Respond to queries and provide high quality advice to researchers and administrators on matters relating to funding opportunities and grant administration, to include staffing a faculty based help desk facility.
14. Liaise with project administrators to ensure key deadlines are met.
15. Contribute to the general work of the research operations team by covering for other members of the team during absences.
16. Undertake any other duties as reasonably delegated by your line manager.
17. Manage your own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation.
18. 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.

In addition to the above the role holder will be expected to coordinate one of the following Key Funder Specific Requirements:

- **NIHR ASTOX and UKRI start certificate submissions**
- **US Federal PMS submissions and monitoring reporting deadlines through ERA COMMONS**
- **Completion of WELLCOME OSR, prior to submission and WELLCOME start certificate submissions**
- **Monitor reporting deadlines for the completion of FORM C for European Commission Funding through ECAS portal, and support the Assistant Research Finance Manager in the completion and submission of all EC financial reports.**

These are subject to be reviewed and adjusted based on the workload demand

PERSON SPECIFICATION

Qualifications

	The successful candidate should:	Essential/ Desirable	Tested by*
	Hold an undergraduate degree or have equivalent training or experience	Essential	A, I
	Have specialist training or hold qualifications in research contracts or finance	Desirable	A, I

*** A = application; I = interview; T = test**

Background & Experience

	The successful candidate should have a background in, or experience of:		
	Research administration or accounting practices (preferably within Higher Education)	Essential	A, I, T
	Working effectively and flexibly as a member of a team	Essential	A, I
	Working in a customer focused environment and meeting customer needs	Essential	A, I
	Communicating complex information to non-specialists	Essential	A,1
	Working independently and proactively	Essential	A,1
	Working with high levels of accuracy and with attention to detail	Essential	A,1
	Providing informal or formal guidance and training	Desirable	A,1
	Developing written guidelines and/or training materials	Desirable	A, I

Knowledge

	The successful candidate should have demonstrable knowledge of:		
	Financial accountancy	Essential	A, I

Skills & Competencies

	The successful candidate should demonstrate:		
	Excellent numerical skills	Essential	A, I
	Proven ability to understand funder financial terms and conditions	Essential	A, I, T
	Excellent oral and written communication skills	Essential	A, I

	The ability to use judgement and initiative to identify and solve problems	Essential	A, I
	Excellent organisational and planning skills including proven ability to organise and prioritise workload, work efficiently and meet tight deadlines	Essential	A, I