

JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Assistant Research Finance Manager (ARFM)
DIVISION/DEPT/UNIT:	Research Operations Office (ROO) – ITD
RESPONSIBLE TO:	Research Finance Manager (RFM)
GRADE:	6

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

The role holder is responsible for the financial administration of research and consultancy 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 Finance team, the role holder will be expected to mentor and support the Research Finance 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

	The successful candidate should:	Essential/ Desirable	Tested by*
	Hold an undergraduate degree and/or have equivalent specialist training and/or hold an appropriate financial qualification	Essential	A, I
	Hold a relevant financial/accounting qualification	Desirable	A, I

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

Background & Experience

	The successful candidate should have a background in, or experience of:		
	Complex grant administration/research management (preferably within Higher Education)	Essential	A, I
	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 and colleagues within research management	Essential	A, I
	Working independently and proactively	Essential	A, I
	Working with high levels of accuracy and with attention to detail	Essential	A, I
	Providing informal and formal guidance and training	Desirable	A, I
	Developing written guidelines and/or training materials	Desirable	A, I
	Writing/developing material for the web	Desirable	A, I

Knowledge

	The successful candidate should have demonstrable knowledge of:		
	Financial accountancy	Essential	A, I
	The principles and application of Full Economic Costing (FEC)	Essential	A, I

Skills & Competencies

	The successful candidate should demonstrate:		
	Proven ability to understand and interpret complex contract documentation and funder financial terms and conditions	Essential	A, I
	Proven ability to understand, interpret, apply and develop policies and procedures	Essential	A, I
	Excellent oral and written communication skills	Essential	A, I

	The ability to use judgement, initiative and creativity to identify and solve complex 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