

**LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE  
PROFESSIONAL SUPPORT SERVICES**

**DEPARTMENT: FINANCE**

**POST: FINANCE BUSINESS PARTNER**



## **GENERAL INFORMATION**

### **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 3,300 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 1,200 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 70,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2019 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, first in Europe for publishing open access research, and first in Europe and eighth in the world for research impact in sciences (for the proportion of its total publications ranking in the top 10% of most cited research).

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. We ranked 27th for medicine in the 2019 QS World University Rankings.

In the 2019 Shanghai World Ranking we placed 201-300 overall, and ranked 4th in public health (1st in the UK), 17th in clinical medicine, and 76-100 in human biological sciences. 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 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.

## **Purpose of Role**

Operating within the Finance Business Partner team, the role holder will act as a Finance Business Partner (FBP) for the Faculty and Professional Service Areas (PSA) for which they are responsible.

Working directly with the Faculty Operating Officer / Heads of Department and PSA budget holders, the FBP will manage all aspects of their management accounting and financial planning services, providing financial information, analysis, and reporting which informs, influences and supports decision making.

The role requires internal liaison with School staff at all levels, but most notably with the Faculty Operating Officer (FOO) / Departmental Managers (DM) and other

senior administrators, as well as closely working with the Head of Finance Business Partners and the Financial Accounting team.

### **Key responsibilities**

- Prepare accurate and timely Faculty / Professional Services budgets, forecasts and monthly management accounts, providing critical review and interpretation of results, value-add analysis, explanation of variances and early identification of potential issues / opportunities and, where necessary, work with colleagues to identify remedial actions.
- Manage and provide financial information, advice and guidance to FOO / DM and other budget / project managers on a regular basis to inform, influence and help guide decision-making.
- Produce reports and analysis that highlight the contribution of academic areas / operational areas, and work with Faculties / Departments to develop a proper understanding of the cost drivers affecting the activities of said Faculties / Departments.
- Provide interpretation of complex data, identifying any critical issues and suggesting possible solutions. Utilise benchmarking metrics, or historical data to support decision making, where appropriate.
- In preparing the management accounts, work with the Financial Accounting team to ensure that all transactions have been accurately recorded, journals have been recorded in time and have adequate backup and that the relevant Faculty / Department is operating within relevant restrictions placed on budget / funding.
- Build strong and positive relationships with budget holders and senior managers (notably FOO and DM), meeting frequently with them and providing the necessary assistance and professional advice to assist them with the financial aspects of their duties.
- Meet on a regular monthly basis with the FOO / DM to discuss the monthly management accounts, understand and explain variances to budget and highlight and monitor any issues that are causing concern.
- Produce a monthly commentary on the management accounts for the Faculty / PSA they are responsible for by paying particular emphasis on explaining variances to budget, highlighting trends (both positive and negative) and describing the Faculty / PSA overall “financial health”.
- The FBP will take full responsibility for preparing and delivering the yearly budget for the Faculty and PSA they are responsible for.
- Proactively manage own career development plan and identify own learning needs.

- Working with other members of the Finance team, deliver financial training and workshops for business managers to enhance their understanding of financial policies, budgets, forecasts and actual results so they are able to 'own their numbers'. Additionally, make recommendations that support the development of financial policies, and process improvements that speed up the production of month end and other reporting.
- Support the Head of Finance Business Partners in the production of the Schools external financial/statistical returns such as Office for National Statistics (ONS) returns and TRAC returns.
- Deputise for other members of the FBP team as required.
- Undertake any other reasonable duties requested by the Head of Finance Business Partners and Finance Director.
- To work in accordance with the University's Equal Opportunities Policy and promoting equality and diversity in your work.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

## **Person Specification**

### **Essential**

- Part qualified or in the final stages of a qualification in one of the following professional accountancy bodies (CIMA, ACCA, CIPFA) or in exceptional circumstances qualified by having significant experience. We would be willing to help the right candidate in completing their qualification.
- Holds a relevant Degree – ideally in a STEM subject.
- Extensive experience in preparing under pressure accurate and complex budgets, forecasts, reports and management accounts.
- Experience of working to tight deadlines and to be able to proactively prioritise a heavy workload.
- Demonstratable ability to provide critical review and interpretation of financial and operational data, to assess efficiency and effectiveness, undertake detailed analysis, write clear / concise commentaries and make recommendations / judgements as appropriate.
- First rate oral and written communication skills. Must be able to put complex financial issues into layman's terms for the benefit of non-finance trained audiences.

- Excellent advanced excel skills.
- Good understanding and experience of using the Agresso finance system.
- Strong interpersonal skills and experience of working effectively and harmoniously in a tight team environment with the ability to influence peers and senior colleagues a like.
- Experience in working with and supporting senior stakeholders
- Able to understand new situations and information quickly, with the capacity to interpret, challenge and recommend the appropriate action / actions.

### **Desirable**

- Significant experience of working in an FBP / Finance Manager role, or similar level experience within a financial background.
- Fully qualified accountant.
- Experience of working in a higher education environment.

### **Additional Information**

The salary will be on the Professional salary scale Grade 6 in the range of £40,001 - £45,437 per annum (inclusive of London Weighting). The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Director Days". Membership of the Pension Scheme is available. The post is based in London at the London School of Hygiene & Tropical Medicine.

### **ASYLUM AND IMMIGRATION STATEMENT**

*The School will comply with current UKVI legislation, 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.*

*Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.*

*Further information about Sponsorship and eligibility to work in the UK, can be found at: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker>*

