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 by Sir Patrick Manson, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Research income has grown to over £85 million per year from national and international funding sources including the UK government, the European Commission, the Wellcome Trust and philanthropic sources.

Education programmes have grown to more than 1,000 London-based Master’s and Research students, 2,900 studying Master’s by distance learning and 1,000 on short courses and continuous professional development. We have also launched a series of free online courses, and more than 15,000 people registered on the first of these, Ebola in context. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

The School is highly ranked in various university league tables. It was named the world’s leading research-focused graduate school in the Times Higher Education World Rankings in 2013. In 2014, it was ranked in the top 10 universities in the world for citation rate by the new EU-supported U-Multirank database, fourth in the world for impact in medical sciences by the Leiden Ranking and third in the world for social science and public health in the US News Best Global Universities Ranking. According to the results of the UK government’s Research Excellence Framework, published in December 2014, the School was ranked second overall (after the Institute for Cancer Research) on the key measure of impact.

Faculty of Infectious and Tropical Diseases

The Faculty of Infectious and Tropical Diseases encompasses all of the laboratory-based research in the School as well as that on the clinical and epidemiological aspects of infectious and tropical diseases. It is headed by Brendan Wren, who is Professor of Microbial Pathogenesis. The range of disciplines represented in the faculty is very broad and inter-disciplinary research is a feature of much of our activity. The spectrum of diseases studied is wide and there are major research groups with a focus on malaria, tuberculosis, HIV/AIDS and other sexually transmitted diseases, vaccine development and evaluation, and vector biology and disease control. The Faculty is organised into four large research departments comprising: Pathogen Molecular Biology, Immunology and Infection, Disease Control, and Clinical Research. There is close interaction between scientists in different research teams. The Faculty has strong overseas links, which
provide a basis for field studies and international collaborations in developed and developing countries. The teaching programme includes MSc courses, taught in-house and by distance learning, which are modular in structure, a variety of short-courses and an active doctoral programme (PhD and DrPH). For further information on the Faculty see: http://www.lshtm.ac.uk/itd/index.html.

Department of Clinical Research (Head: Professor Philippe Mayaud)

The Department of Clinical Research addresses infectious diseases of major public health importance in developing countries. Activities include trials of new therapies, vaccines and educational interventions; the development of new diagnostic tests; studies to elucidate the immunological and molecular correlates of pathogenesis and protective immunity, and to identify genetic polymorphisms conferring protection or susceptibility to infectious diseases; health services research which aims to identify the most efficient and cost-effective way to deliver health care; and health policy analysis. In addition to our many overseas collaborations, we have close links with the Hospital for Tropical Diseases, in purpose-built accommodation on the main UCL Hospital campus, five minutes' walk from the School. The Wellcome Trust Bloomsbury Centre for Global Health Research is based in the Department, and supports Clinical Fellows at all levels, most of whom are based overseas.

The Department's main research interests include HIV and related infections; in particular, the interaction between HIV infection and tuberculosis, and other sexually transmitted diseases; malaria; trachoma; leprosy; diagnostic tests for resource limited settings; eye health; disability; and travel medicine.

EBOVAC Project

The Ebola vaccine projects – EBOVAC1, EBOVAC2, EBODAC and EBOMAN – are a series of trials and associated projects which aim to assess a novel prime-boost preventive vaccine regimen against Ebola Virus Disease (EVD). In a prime-boost vaccine regimen, individuals are first given a dose to prime the immune system, and then a boost dose which is intended to enhance the immune response and increase the duration of the response. The vaccine has been developed by Crucell Holland B.V., part of the Janssen Pharmaceutical companies and the trial is funded by the Innovative Medicines Initiative (IMI, a partnership between the EU and the European pharmaceutical industry).

Between them the EBOVAC1 and EBOVAC2 projects will assess – through several clinical trials conducted in phases in Europe and Africa – the safety, tolerability and immunogenicity of the vaccine regimen in response to the urgent public health need raised by the Ebola epidemic.

This Finance Manager position will form part of the EBOVAC1 project and it will be based in Sierra Leone. More information about the project can be found at http://www.ebovac.org/.
JOB DESCRIPTION

Job Title: EBOVAC Finance Manager

Department /Division/Unit: CRD

Faculty/Professional Service: ITD

Location: Freetown, with frequent visits to Kambia (Sierra Leone)

Reports to: EBOVAC Sierra Leone Trial Manager (David Ishola)

Scope of the Post

The objective of the Ebovac project, which is funded by IMI, the Innovative Medicines Initiative of the EC, is to trial a potential Ebola vaccination in the UK, Kenya, Tanzania, Uganda and Sierra Leone. The post-holder will be responsible for the design and implementation of financial systems on the Ebovac project in Sierra Leone in order to ensure that the project complies with LSHTM and EC financial regulations. This includes overseeing the financial reporting of in-country partner organisations and ensuring that the recording of expenditure complies with internal financial controls, relevant accounting standards and charity law. Two financial accountants and two financial assistants will report to the post-holder. The post-holder will work in close collaboration with the Operations Manager, and will report to Dr David Ishola, the Ebovac Trial Manager, both of whom are based in Sierra Leone.

The post-holder will be responsible for maintaining oversight of the budget held by partners in Sierra Leone for the Ebovac Phase III trial (approximately €30million), assisting and advising them to ensure all procedures are in line with LSHTM regulations, liaising with the School’s Research Operations Office and the School's Finance office.

Duties of the post:

FINANCIAL CONTROLS

Responsible for:

- design of financial control systems and ensuring that they are implemented by LSHTM and partner organisation staff members;
- development of financial standard operating procedures and training staff on them;
- monitoring the financial ledgers to ensure that financial controls over expenditure are operating correctly;
- monitoring expenditure to ensure that the project remains within budget;
- ensuring that project expenditure and reporting is compliant with EC-regulations;
- ensuring that the project complies with the correct accounting treatment of foreign currency transactions and liaising with the Revenue Accountant in London on currency cash flow;
- ensuring that advances and project bank accounts are reconciled.
PROVISION OF FINANCIAL REPORTS AND INFORMATION

Responsible for:

- on behalf of the Principal Investigator (PI) and Ebovac Senior Project Manager prepare quarterly financial reports and annual budget forecasts for the sponsor;
- repurposing in-country budgets;
- overseeing the preparation and review of monthly management accounts and cash flow for the LSHTM Ebovac operational budgets held in Freetown and Kambia;
- design and preparation of ad-hoc financial reports as required;
- supporting in-country partner organisation to prepare and submit their financial reports;
- submission of annual financial reports from in-country partner organisations to LSHTM;
- oversee the preparation of year-end audit files and liaising with auditors during the process, in conjunction with LSHTM finance staff;
- oversee the implementation of any year-end audit recommendations.

LEADERSHIP

Responsible for:

- provide financial leadership for LSHTM staff based in Sierra Leone;
- assist in the overall planning and implementation of project activities in Sierra Leone, including strategic and policy development in support of the PI;
- managing and monitoring the performance of the financial accountants and finance assistants;
- ensuring that sufficient staff cover is provided during periods of sickness or annual leave;
- ensuring that proper training is provided to the finance team and other project members;
- assist in-country partners in strengthening their financial management and/or accounting systems, including the provision of support and training for management accounting software and keeping these under review going forward.

STAFF EXPENSES AND BENEFITS

Responsible for:

- checking that staff expense claims comply with the School’s Financial Regulations and comply with tax law and financial controls are operating properly;
- developing if necessary, in consultation with the School, expense related policies unique to Sierra Leone

FIXED ASSETS & STOCK MANAGEMENT

Responsible for:

- periodic stock and fixed asset audits to ensure the Operations team are maintaining accurate and up to date records

DEVELOPMENT OF THE FINANCE COMPUTER SYSTEM

Responsible for:

- ensuring, in conjunction with technical staff, that all systems are available and
functioning effectively;
- developing the use of the financial computer systems to maximise opportunities for more efficient and effective financial procedures.

PERSON SPECIFICATION

Essential
- A recognised CCAB accounting qualification;
- Experience of working on large EC-funded projects;
- Strong knowledge of EC financial regulations and EC cost eligibility regulations;
- Substantial experience of working in financial accounting in a medium or large accounting department;
- Evidence of a clear understanding of the purpose and operation of financial controls on expenditure;
- Experience of treasury management, including cash flow preparation;
- Experience of managing staff;
- High standard of knowledge of Excel;
- Excellent written and oral communication skills;
- Excellent team working skills;
- Tact and diplomacy;
- Ability to deal with a heavy and varied workload in a quickly changing environment.

Desirable
- Experience of working for a Higher Education Institution or charity;
- Experience of accounting for transactions in foreign currencies;
- Experience of using Agresso Business World;
- Experience of Quickbooks.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is full consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Director of Professional Service.

The post holder will be responsible and accountable for ensuring all School policies, procedures, Regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.
SALARY AND CONDITIONS OF APPOINTMENT

The post is full-time, available immediately and funded until 30 November 2017. Salary is on the Professional Support Pathway Scale Grade 7 with a starting salary in the range of £43,745 - £50,078 per annum (inclusive of London weighting). Annual leave entitlement is 30 working days per year for all staff (pro-rata for part-time staff). In addition, staff are entitled to public holidays and Director’s days on which the School is closed.

APPLICATIONS

Applications should be made online via our website at http://jobs.lshtm.ac.uk. The reference for this post is ITD-CRD-05. Applications should also include the names and email contacts of 2 referees who can be contacted immediately if shortlisted. Online applications will be accepted by the automated system until 10pm on the closing date. Any queries regarding the application process may be addressed to thom.banks@lshtm.ac.uk.