

JOB DESCRIPTION



Job Title: Head of Research Finance
Department: Finance and Procurement
Faculty/Professional Service: Central Services
Location: London
Reports to: Deputy Finance Director
Responsible for: Two Research Finance Managers
Full Time/Part Time/Casual: Full-time
Grade: Grade 8
Overall Purpose of the job: The Head of Research Finance (HoRF) will take a leading role in the implementation of post-award policies and processes ensuring the function delivers an efficient and effective service to research project teams. They will provide expert guidance and advice on the management of research grants. The postholder leads the research finance team comprising Research Finance Managers, Officers and Administrators, taking responsibility for all aspects. They will work closely with the Head of Pre-Award and Head of Research Contracts to ensure a seamless service is provided to project teams, faculties and departments. The HoRF will develop and maintain strong relationships with senior staff across the School in order to increase and maintain awareness of reporting and compliance requirements, and establish strong links with external bodies, including research funders and donors to ensure good knowledge of the research finance and regulatory landscape in higher education.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

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.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

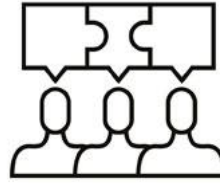
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

DEPARTMENT INFORMATION

The Research Finance Team forms part of the wider Finance and Procurement Department, and provides critical support and advice to academics and their teams based in the three Faculties within LSHTM. Research operations at LSHTM is made up of three teams:

- **Pre-award Team (within the Strategic Research Office)** – supporting the financial aspects of grant proposals starting with the Letter of Intent process, approval of costings, application submission, and outcome from funder;
- **Research Contracts Team (within Legal Services)** – including funding agreement review, negotiation, acceptance and sign off of funding contracts and related agreements, as well as drafting, negotiation and signature of relevant contracts for on-going research projects;
- **Research Finance Team (within Finance)** – project activation, account compliance monitoring, reporting finances to funder, managing budget variations and invoicing, through to project closure.

Main Duties and Responsibilities

Leadership

- Overall leadership of and accountability for performance and service delivery of Research Finance teams.
- Set and communicate the standards for the service delivered by research finance staff, reviewing service levels and addressing and managing demand.
- Oversight and direction setting of policy and process development including ensuring maintenance and development of standard operating procedures, systems, templates etc.
- Collectively responsible alongside Head of Pre-Award and Head of Contracts for ensuring smooth operation across the project lifecycle.
- Most senior faculty-facing “business partner” – including attending FMG as needed.
- Responsible for providing effective leadership and direction to all Senior Research Finance Managers, Research Finance Managers, Officers and Administrators ensuring effective and appropriate workload allocation; prioritising and delegating tasks; and motivating, supporting and developing team members.
- Develop and use key performance indicators to monitor individual and service performance.
- Conduct annual Professional Development Reviews, liaising with service stakeholders (including academic staff) to gain a full picture of individual performance where appropriate.

Service deliverables

- Responsible for overseeing delivery of the day-to-day financial management of LSHTM’s research portfolio.
- Responsible for ensuring the timely and accurate preparation, review and submission of key post-award reports to funders by the Research Finance teams.
- Senior escalation point for complex post-award queries and issues, understanding the limitations of funding and advising on how to manage projects in compliance with applicable regulations (including the funder’s terms and LSHTM policies). Responsible for taking key decisions around research finance queries by taking a risk-based approach to decision making.
- Understand and interpret complex contract documentation and funder terms and conditions, and be able to communicate this information to non-specialists including Principal Investigators, project administrators and collaborators.
- Accountable for ensuring that research expenditure is in line with funders’ terms and conditions, acting swiftly when non-compliance is identified to avoid financial risk to LSHTM.
- Ensure proactive management of the research portfolio by the Research Finance teams to prevent financial implications for LSHTM such as overspends or ineligible spend.

- Accountable for ensuring reporting adheres to LSHTM and funder policies including format and deadlines.
- Accountable for the accurate review, authorisation and submission of financial reports through the LSHTM's centralised online user accounts, taking into account the implications of misreporting.
- Make complex decisions about the management of specific grants, particularly how non-standard research projects and new funders are managed.
- Lead on streamlining and improving research management processes, policies and systems, whilst collaborating with colleagues across LSHTM to improve the service, ensuring solutions reduce both financial and reputational risk.
- Oversee the implementation of changes in LSHTM policies, procedures and administrative systems relating to research administration and management.

Communication & Collaboration

- Provide specialist expertise and knowledge across multiple areas of research funding to a range of stakeholders including internal budget holders (PIs) and senior leadership, and collaborating partners (e.g. regarding project administration, funder terms and conditions, audits, LSHTM policy, and reporting requirements)
- Oversee development and provision of training on research finance (knowledge, systems and procedures) and areas of expertise, adapted to a range of audiences, staff within the team and non-specialist staff.
- Develop and deliver presentations on aspects of the work of the team to internal and external stakeholders as required, including specialist and non-specialist audiences.
- Provide management information to support school reporting and decision-making e.g. analysis of the research portfolio to faculties for planning and budgeting.
- Maintain and develop high level communication channels with funders and other higher education institutions in order to contribute to service quality, research excellence and innovation
- Consult on an on-going basis with internal stakeholders, to identify areas for improvement and resolve issues
- Influence others to ensure the best outcome for LSHTM, negotiating to reach a compromise as appropriate, including with senior staff within LSHTM.
- Keep abreast of developments in the external research environment (policy, funders) that will impact LSHTM research funding activities
- Represent LSHTM in meetings, seminars and fora with funders and collaborators.
- Proactively provide high quality advice to senior staff and academics on complex matters relating to post-award administration.

Teamwork and motivation

- Develop, manage and maintain productive relationships with all internal stakeholders.

- Encourage and support direct and indirect line reports to achieve their objectives.
- Ensure integration of the Research Finance team in the wider Finance and Procurement Department, as well as supporting the Research Finance staff to effectively business partner with faculty staff.

Additional Information

- Manage your own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation.
- 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.
- Undertake any other duties as reasonably delegated by your line manager.

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 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 Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
Education, Qualifications and Training	<ul style="list-style-type: none"> • Higher education to degree level or equivalent, or equivalent relevant experience. • Have specialist training or relevant experience in research contracts, research management or finance 	E E
Experience	<ul style="list-style-type: none"> • Leadership experience including delegation, performance management, motivation and coaching a team • Substantial experience of financial management of research projects in a higher education research environment • Working in a customer focused environment and meeting customer needs • Experience of promoting excellence in the provision of support services, including the setting of service standards, monitoring and communicating performance • Experience of introducing policies, procedures, processes and systems effectively, and managing change • Providing informal and formal guidance and training including developing written guidelines and/or training materials • Experience of working in an academic environment and working closely with academic staff 	E E E E E E
Knowledge	<ul style="list-style-type: none"> • Knowledge of research funder terms and conditions • Sound knowledge of budgeting methodologies and resource management concepts including FEC and TRAC • Understanding of the higher education sector, and knowledge of current thinking and policy affecting universities 	E E E
General	<ul style="list-style-type: none"> • Proven ability to understand and interpret complex funder contracts and financial terms and conditions • Proven ability to understand, interpret, apply and develop policies and procedures • Excellent oral and written communication skills • The ability to use judgement, initiative and creativity to identify and solve complex problems 	E E E E

	<ul style="list-style-type: none"> • Excellent organisational and planning skills including proven ability to organise and prioritise workload, work efficiently and meet tight deadlines • Excellent level of written and spoken English • Collaborative and flexible approach and ability to work well and effectively with all colleagues • Commitment to School's policy of equal opportunities and the ability and desire to work harmoniously with colleagues and students of all cultures and background 	E E E E
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E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: October 2024

Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1.0 FTE. The salary will be on the Professional Services salary scale, Grade 8 scale in the range £62,928-£72,092 per annum pro rata (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 "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM 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 but due to the salary range for this role not meeting the general salary threshold, only applicants under certain circumstances may qualify for sponsorship for this role. Please refer to the details on the Skilled Worker visa pages to check if you are able to be paid below the [general threshold](#). Please indicate this in your application and proceed if you are able to meet the requirements.

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 on the [government immigration rules page](#).