

JOB DESCRIPTION



Job Title: Research Finance Officer
Department: Finance and Procurement
Faculty/Professional Service: Central Services
Location: London
Reports to: Research Finance Manager
Responsible for: n/a
Full Time/Part Time/Casual: Full time
Grade: Grade 5
Overall Purpose of the job The Research Finance Officer is responsible for the financial management of a portfolio of complex research and consultancy projects working closely with academics and project administrators in the faculties. This is a busy and varied role that requires the post holder to: prepare financial reports for funders, monitor income from funders, raise supplier invoices, approve high-value financial transactions, provide guidance on funder terms and conditions, and provide an efficient service to academic and professional services staff in the faculties. This role combines proficiency in post award grant administration with the opportunity to further develop expertise in funder terms and conditions, research administration, financial reporting and research management systems and processes.

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

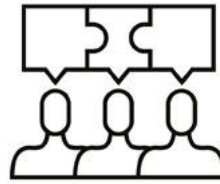
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

LSHTM is a research-intensive institution with a large portfolio of circa £180m grant spend per year and around £500m in applications. The Research Finance Team aims to deliver [LSHTM's mission to improve health worldwide](#) through provision of an efficient and effective post-award service that ensures the good governance and management of risk in an extensive and complex research portfolio, while working in partnership with project teams, providing highly valued expertise and a focus on finding solutions in pursuit of shared goals.

Research operations at LSHTM is made up of four 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

Service Delivery

- Responsibility for the day-to-day financial administration of an allocated project portfolio, ensuring projects are managed in accordance with funder requirements and LSHTM policies.
- Post-award responsibilities include:
 - day-to-day management and prioritisation of a portfolio of grants,
 - setting up and activating awarded grants,
 - authorising budget expenditure in accordance with LSHTM and funder procedures,
 - review and authorise staff appointments on projects,
 - reconciling timesheets for staff working on projects,
 - producing claims/invoices and financial statements for funders, including submission via funder portal as applicable,
 - reconciliation and closure of completed projects.
- Manage projects proactively, ensuring they are regularly reviewed, that processes are carried out on a timely basis, accurately and in accordance with LSHTM policy and funder requirements.
- Take responsibility for the accurate and complete entry of project data and documents into the LSHTM's research management systems (e.g. Agresso), and produce accurate reports from the LSHTM's research management systems (e.g. Agresso).
- Identify problems proactively, resolving where possible or escalating to the next level in the team as appropriate.
- Develop specialist expertise and knowledge in research funding administration.
- Keep abreast of developments in the external research environment (policy, funders) that will impact on LSHTM research administration processes and/or research funding activities.
- Build strong, positive and collaborative working relationships with academic and professional services staff in the faculties and colleagues across other central services.
- Use specialist expertise in research administration to review, update and create appropriate material for the post-award pages of the intranet, where required.
- Ensure that LSHTM builds and maintains good relationships with key funding bodies through resolving post award issues promptly, especially in relation to project progress and final reports (including financial reports).

- Attend relevant external professional networks e.g. user groups for EC, Agresso, AUA, ARMA etc.
- Respond to queries and provide high quality advice to researchers and administrators on matters relating to funder requirements and grant administration.
- Liaise with project administrators to ensure key deadlines are met (e.g. funder reporting, provision of timesheets).
- Contribute to the general work of the wider post-award team by covering for other members of the team during absences, as required.

Additional Information

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

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	– Higher education to degree level or equivalent, or equivalent relevant experience.	E
	– Have specialist training or relevant experience in research contracts, research management or finance	D
Experience	– Experience of working in a higher education institution.	D
	– Experience of research administration or financial accounting practice	E
	– Working in a customer focused environment and meeting customer needs	E
	– Providing informal and formal guidance and training, and developing written guidelines and/or training materials	D
Knowledge	– Knowledge of the principles of financial accountancy or administration	E
	– Knowledge of and ability to interpret funder terms and conditions	E
General	– Excellent numeracy skills	E
	– Ability to use judgement and initiative to identify and resolve problems	E
	– Excellent oral and written communication skills, including communicating complex information to non-specialists	E
	– Excellent organisational and planning skills including proven ability to organise and prioritise workload, work efficiently and meet tight deadlines.	E
	– Working effectively and flexibly as a team member	E
	– Working independently and proactively	E

	- Working with high levels of accuracy and attention to detail	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: Oct 2024

Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1 FTE. The salary will be on the Professional Services salary scale, Grade 5 scale in the range £39,182 - £44,847 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 "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.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.