

## JOB DESCRIPTION



<b>Job Title:</b> Research Finance Manager x2
<b>Department:</b> Finance and Procurement
<b>Faculty/Professional Service:</b> Central Services
<b>Location:</b> London
<b>Reports to:</b> Head of Research Finance
<b>Responsible for:</b> Assistant Research Manager, Research Finance Officers (7-9 direct/indirect staff)
<b>Full Time/Part Time/Casual:</b> Full time
<b>Grade:</b> Grade 7
<b>Overall Purpose of the job:</b> The Research Finance Manager is the key business partner for the faculties on post award issues. Day to day they lead a team in delivery of an efficient, customer-focused service covering all aspects of post-award financial management across a complex portfolio of projects. This includes: preparation of funder financial reports, monitoring income from funders, raising supplier invoices, approving high-value transactions, and providing guidance on funder terms and conditions.  The postholder acts as the senior escalation point for issues arising on projects within their portfolio, and as signatory/approver for large transactions and funder reporting. They are accountable for quality assurance and compliance across their portfolio. They are also responsible for ensuring workload is equitably distributed across the team.  The Research Finance Manager works closely with faculty leadership, other research operations managers (including in post award, pre-award audit & compliance and research contracts) and related professional services to drive improvements in service delivery for internal budget holders, funders and collaborating partners. This includes contributing proactively and collaboratively to process, policy and system development.

## 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

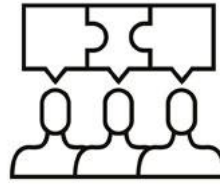
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**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 overseeing delivery of the day-to-day financial management of LSHTM's research portfolio.
- Set and communicate the standards for the service delivered by research finance staff, reviewing service levels and addressing and managing demand.
- 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 policy).
- 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.
- Accountability 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 team to prevent financial implications for LSHTM such as overspends or ineligible spend.
- Accountability for ensuring reporting adheres to LSHTM and funder policies including format and deadlines.
- Accountability for ensuring that processes are carried out in a timely manner, accurately, and in accordance with LSHTM's policy and funder requirements.
- 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.
- Understand and assess the potential risks to LSHTM with regard to project management and financial reporting, and make judgements about appropriate mitigations, escalating where risks have the potential for serious institutional impact that cannot be easily mitigated.
- Make complex decisions about the management of specific grants, particularly how non-standard research projects and new funders are managed.
- Work with colleagues across LSHTM to streamline and improve research management processes, policies and systems to improve the service, ensuring solutions reduce risk, both financial and reputational .
- Take collective responsibility, along with the other research operations managers – in post-award, pre-award, services and research contracts - for the smooth operation of the project lifecycle as a whole.
- Implement changes in LSHTM policies, procedures and administrative systems relating to research administration and management.
- Through referral to policy and guidelines, and drawing on experience in the field, use judgement to identify solutions to complex issues within research funding ensuring the best outcome for LSHTM within the funders terms and conditions.

### **Team Leadership**

- Responsible for providing effective leadership and direction to a team of Finance Officers and Administrators, including overseeing 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.
- Pro-actively review priorities and deadlines to plan work during busy periods.
- Ensure appropriate covering of absence across the team, including covering for the other Research Finance Manager as required.
- Lead regular meetings with the Research Finance Team, on both a group and individual basis, drawing on ideas to aid the achievement of objectives, promoting unity and a common goal, and the development of the team.

### **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).
- Provide 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.
- Build strong, positive, collaborative relationships with academic and professional services staff within the faculties and other LSHTM central services.
- Ensure development and dissemination of best practice in policy and process throughout LSHTM.
- Take joint responsibility for the post-award intranet pages with the other Research Finance Manager including reviewing and developing content relating to funders and LSHTM post award processes, taking into consideration the requirements of the target audience.
- 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.
- Proactively provide high quality advice to academics and administrators on matters relating to post-award administration.
- 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
- Represent LSHTM in meetings, seminars and fora with funders and collaborators.

### **Research & Analysis**

- Keep abreast of developments in the external research environment (policy, funders) that will impact LSHTM research funding activities.
- Use data and sector knowledge to pre-empt changes in stakeholder needs and tailor the service accordingly.
- Actively engage in external networks and with the latest advances in research operations management to support development of an innovative and best practice approach to project management at LSHTM.

### ***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.

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

<b>General</b>	<ul style="list-style-type: none"> <li data-bbox="512 123 922 159">– Excellent numeracy skills</li> <li data-bbox="512 203 1302 277">– Ability to use judgement and initiative to identify and resolve problems</li> <li data-bbox="512 322 1321 441">– Excellent oral and written communication skills, including communicating complex information to non-specialists</li> <li data-bbox="512 486 1347 604">– Excellent organisational and planning skills including proven ability to organise and prioritise workload of self and team, work efficiently and meet tight deadlines.</li> <li data-bbox="512 649 1278 685">– Working effectively and flexibly as a team member</li> <li data-bbox="512 730 1114 766">– Working independently and proactively</li> <li data-bbox="512 810 1369 884">– Working with high levels of accuracy and attention to detail</li> </ul>	<p data-bbox="1430 123 1453 152">E</p> <p data-bbox="1430 203 1453 232">E</p> <p data-bbox="1430 322 1453 351">E</p> <p data-bbox="1430 517 1453 546">E</p> <p data-bbox="1430 640 1453 669">E</p> <p data-bbox="1430 719 1453 748">E</p> <p data-bbox="1430 797 1453 826">E</p>
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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: May 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 7 scale in the range £52,199 - £59,623 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](mailto: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. 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](#).