

JOB DESCRIPTION



Job Title: Research Finance Administrator
Department: Finance & Procurement
Faculty/Professional Service: Central Services
Location: Keppel Street, London
Reports to: Research Finance Manager
Full Time/Part Time/Casual: Full-time
Grade: Grade 4
Overall Purpose of the job: The Research Finance Administrator is responsible for the financial management of a small portfolio of research and consultancy projects working closely with academics and project administrators in the faculties. This is a 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. The post also provides some core coordination support for the Research Finance team e.g. managing shared e-mailboxes. This role provides the opportunity to develop skills and 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

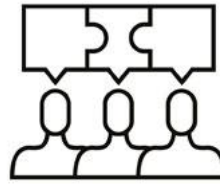
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

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 £140 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. 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.

Our education provision has expanded to more than 1,000 London-based Master's and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (MOOCs) have been studied by more than 300,000 participants globally.

The School performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we ranked 3rd in public health, 40th in clinical medicine, and 76th in human biology. 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 21st for medicine in the 2018 QS World University Rankings.

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 ranked first in Europe for research impact in sciences, based on its proportion of publications that belong to the top 1% most frequently cited publications, in the 2018 CWT Leiden Ranking.

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.

Research Operations Office

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;
- **Audit & Compliance Team** (within Finance) - provides audit and governance support to the other teams including reporting, policy and system development.

Main Duties and Responsibilities
<ul style="list-style-type: none">• Have 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. Portfolios will be smaller and less complex than those of the Research Finance Officers and more senior posts.

- 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
- Identify problems proactively, resolving where possible or escalating as appropriate
- Develop skills 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
- Support with updating material for the post-award pages of the intranet, where required
- Respond to queries and provide 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)
- Provide coordinating support to the wider Post-Award team as well as administrative support to the Research Finance Manager or Assistant Research Finance Manager (e.g. managing shared e-mail inboxes and directing tasks to appropriate team members).
- Cover 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	<ul style="list-style-type: none"> • 3 passes at A level (ideally including maths) • Have specialist training or hold qualifications in research contracts or finance 	E D
Experience	<ul style="list-style-type: none"> • Experience of working in a higher education institution. • Experience of research administration or financial accounting/administration • Experience of working in a customer focused environment and meeting customer needs 	D D E
Knowledge	<ul style="list-style-type: none"> • Ability to understand and interpret financial information • Ability to understand and interpret funder terms and conditions 	E E
General	<ul style="list-style-type: none"> • Excellent numeracy skills • Ability to use judgement and initiative to identify and resolve problems (or escalate as appropriate) • Excellent oral and written communication skills • Excellent organisational and planning skills including proven ability to organise and prioritise workload, work efficiently and meet tight deadlines. • Working effectively and flexibly as a team member • Working independently and proactively • Working with high levels of accuracy and attention to detail 	E E E E E E E

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: Mar 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 4 scale in the range £34,011 - £38,198 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.

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.