

JOB DESCRIPTION



Job Title: Assistant Research Finance Manager
Department: Finance
Faculty/Professional Service: Professional Services
Location: Keppel Street, London
Reports to: Research Finance Manager
Full Time/Part Time/Casual: Full-time
Grade: 6
Overall Purpose of the job: The Assistant Research Finance Manager provides day to day leadership to a team of Research Finance Officers in delivering 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 an escalation point for issues arising on projects within their portfolio and that of their team, and will act as signatory/approver for large transactions and funder reporting. They are accountable for quality assurance and compliance across their team's portfolio. They will also support the Research Finance Manager in ensuring workload is equitably distributed across the team. The Assistant Research Finance Manager will work closely with their counterparts in the role covering other faculties, ensuring consistency of service delivery across the function as a whole, and collectively driving improvements particularly through individual and team development as well as contributing to process and policy development initiatives. They will also work closely with academic and administrative staff in the faculties who are service users, and colleagues in other areas of research operations (pre-award, services, research contracts, research governance) and wider LSHTM central services.

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

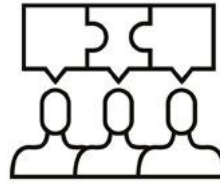
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

Research Finance

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;
- ❖ Services Team (within Finance) - provides audit and governance support to the other teams including reporting, policy and system development.

Main Duties and Responsibilities

Service Delivery

- Responsibility for overseeing delivery of the day-to-day financial management of LSHTM's research portfolio. Responsibilities include:
 - activating awarded grants
 - authorising budget expenditure in accordance with School procedures
 - day-to-day management and prioritisation of a portfolio of grants
 - producing research grant claims and financial statements for funders
 - reconciliation and closure of completed projects
- Proactively manage a research and consultancy portfolio ensuring projects are managed in accordance with funder requirements and LSHTM policies to prevent financial implications for LSHTM such as overspends or ineligible spend
- 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
- Take responsibility for the accurate and complete entry of project data and documents into the LSHTM's research management systems and produce accurate reports from the LSHTM's research management systems
- Support the Research Finance Manager by taking a leading role in managing the administrative processes associated with the project lifecycle and proactively promoting good research grant management practice aligned to LSHTM and funder policies and procedures
- Ensure processes are carried out in a timely manner, accurately, and in accordance with LSHTM's policy and funder requirements, including liaising with project administrators to ensure key deadlines are met (e.g. funder reporting, provision of timesheets)
- Accountability for ensuring reporting adheres to LSHTM and funder policies including format and deadlines
- Delegated responsibility 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
- Act as an escalation point for complex post-award queries and issues from the team, 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). Escalating to the RFM where appropriate.
- Understand and interpret contract documentation and funder terms and conditions, and be able to communicate this information to non-specialists including Principal Investigators, project administrators and collaborators
- Contribute to the streamlining and improvement of research management processes, policies and systems to improve the service as a whole
- Support the Research Finance Manager with the development and implementation of guidance related to research administration, including grant setup, reconciliation, invoicing and reporting
- Implement changes in LSHTM policies, procedures and administrative systems relating to research administration and management

- Proactively identify problems at an early stage and resolve appropriately, ensuring the best outcome for LSHTM within the funders terms and conditions
- Keep abreast of developments in the external research environment (policy, funders) that will impact LSHTM research funding activities
- Attend relevant external professional networks e.g. user groups for EC, AUA, ARMA etc

Team Leadership

- Conduct regular one to ones with Research Finance Officers, supporting with training and development to further achievement of individual and team objectives
- Pro-actively review priorities and deadlines to plan work during busy periods, prioritising, delegating and redistributing tasks as necessary
- Ensure appropriate covering of absence across the team. including covering for other Assistant Research Finance Managers or delegating for the RFM as required
- Proactively contribute to regular meetings with the wider Research Finance Team, drawing on ideas to aid the achievement of objectives, promoting unity and a common goal, and the development of the service as a whole

Communication & Collaboration

- Provide specialist expertise and knowledge across multiple areas of research funding to a range of stakeholders including internal budget holders (PIs) and collaborating partners (e.g. regarding project administration, funder terms and conditions, audits, LSHTM policy, and reporting requirements)
- Deliver 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, to encourage compliance with LSHTM policies and procedures
- Build strong, positive, collaborative relationships with academic and professional services staff within the faculties and other LSHTM central services.
- Ensure consistency of service delivery by working closely with counterparts providing research finance support to other faculties.
- Use specialist expertise in research administration to contribute to reviewing and developing content for the post-award intranet pages relating to funders and LSHTM post award processes, taking into consideration the requirements of the target audience.
- Proactively provide high quality advice to academics and administrators on matters relating to post-award administration.
- Ensure that LSHTM builds and maintains good relationships with key funding bodies through resolving post award issues, especially in relation to grant progress and final reports (including financial reports)

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"> • Higher education to degree level or equivalent, or equivalent relevant experience. • Have specialist training or relevant experience in research contracts, research management or financial administration/accounting 	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p>
Experience	<ul style="list-style-type: none"> • Substantial experience of financial management of research projects, ideally in a higher education research environment • Line management experience and/or experience of supervising a team including delegation, motivation and coaching to achieve objectives • 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 implementing policies, procedures, processes and systems effectively • 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 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>
Knowledge	<ul style="list-style-type: none"> • Knowledge of research funder terms and conditions • Sound knowledge of budgeting methodologies and resource 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>

	<p>management concepts including FEC and TRAC</p> <ul style="list-style-type: none"> • Understanding of the higher education sector, and knowledge of current thinking and policy affecting universities 	D
General	<ul style="list-style-type: none"> • Excellent numeracy skills • Ability to use judgement and initiative to identify and resolve problems • Excellent oral and written communication skills, including communicating complex information to non-specialists • Excellent organisational and planning skills including proven ability to organise and prioritise workload of self and team, 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 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

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 2026

Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1 FTE. The salary will be on the LSHTM salary scale, Grade 6 at £45,728 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 operates a Hybrid Working Framework which, alongside agreed service requirements, enables teams to work more flexibly where the role allows - promoting wellbeing and a better work/life balance. Please note that roles based in London are required to work on-site a minimum of two days per week.

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. 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](#).