

JOB DESCRIPTION



Job Title: Finance Business Partner x2 (0.6 FTE)
Department: Finance and Procurement
Faculty/Central Service: Central Services
Location: London
Reports to: Head of Finance Business Partnering
Full Time/Part Time/Casual: Part-time
Hours: 0.6 FTE
Grade: Grade 6
Overall Purpose of the job: Operating within the Finance Business Partner team, the role holder will act as a Finance Business Partner (FBP) for the Faculty and Professional Service Areas (PSA) for which they are responsible. Working directly with the Faculty Operating Officer / Heads of Department and PSA budget holders, the FBP will manage all aspects of their management accounting and financial planning services, providing financial information, analysis, and reporting which informs, influences and supports decision making. The role requires internal liaison with School staff at all levels, but most notably with the Faculty Operating Officer (FOO) / Departmental Managers (DM) and other senior administrators, as well as closely working with the Head of Finance Business Partners and the Financial Accounting team.

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

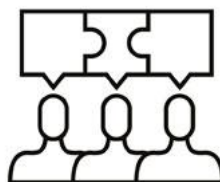
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

- Prepare accurate and timely Faculty / Professional Services budgets, forecasts and monthly management accounts, providing critical review and interpretation of results, value-add analysis, explanation of variances and early identification of potential issues / opportunities and, where necessary, work with colleagues to identify remedial actions.
- Manage and provide financial information, advice and guidance to FOO / DM and other budget / project managers on a regular basis to inform, influence and help guide decision-making.
- Produce reports and analysis that highlight the contribution of academic areas / operational areas, and work with Faculties / Departments to develop a proper understanding of the cost drivers affecting the activities of said Faculties / Departments.
- Provide interpretation of complex data, identifying any critical issues and suggesting possible solutions. Utilise benchmarking metrics, or historical data to support decision making, where appropriate.
- In preparing the management accounts, work with the Financial Accounting team to ensure that all transactions have been accurately recorded, journals have been recorded in time and have adequate backup and that the relevant Faculty / Department is operating within relevant restrictions placed on budget / funding.
- Build strong and positive relationships with budget holders and senior managers (notably FOO and DM), meeting frequently with them and providing the necessary assistance and professional advice to assist them with the financial aspects of their duties.

- Meet on a regular monthly basis with the FOO / DM to discuss the monthly management accounts, understand and explain variances to budget and highlight and monitor any issues that are causing concern.
- Produce a monthly commentary on the management accounts for the Faculty / PSA they are responsible for by paying particular emphasis on explaining variances to budget, highlighting trends (both positive and negative) and describing the Faculty / PSA overall “financial health”.
- The FBP will take full responsibility for preparing and delivering the yearly budget for the Faculty and PSA they are responsible for.
- Proactively manage own career development plan and identify own learning needs.
- Working with other members of the Finance team, deliver financial training and workshops for business managers to enhance their understanding of financial policies, budgets, forecasts and actual results so they are able to ‘own their numbers’. Additionally, make recommendations that support the development of financial policies, and process improvements that speed up the production of month end and other reporting.
- Support the Head of Finance Business Partners in the production of the Schools external financial/statistical returns such as Office for National Statistics (ONS) returns and TRAC returns.
- Deputise for other members of the FBP team as required.
- Undertake any other reasonable duties requested by the SFBP.
- To conduct all financial matters associated with the role in accordance with LSHTM’s policies and procedures, as laid down in the Financial Regulations
- Support implementation and adoption of financial systems, including TechnologyOne, by reporting issues and following guidance from the SFBP.

Additional Information

- To work in accordance with the University’s Equal Opportunities Policy and promoting equality and diversity in your work.

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	Part qualified or in the final stages of a qualification in one of the following professional accountancy bodies (CIMA, ACCA, CIPFA) or in exceptional circumstances qualified by having significant experience. We would be willing to help the right candidate in completing their qualification.	E
	Holds a relevant Degree – ideally in a STEM subject	E
Experience	Extensive experience in preparing under pressure accurate and complex budgets, forecasts, reports and management accounts.	E
	Experience of working to tight deadlines and to be able to proactively prioritise a heavy workload.	E
	Demonstrable ability to provide critical review and interpretation of financial and operational data, to assess efficiency and effectiveness, undertake detailed analysis, write clear / concise commentaries and make recommendations / judgements as appropriate.	E
	Experience in working with and supporting stakeholders	E
	Experience of working in a Finance orientated role, or be able to demonstrate experience of a financial background.	E
	Experience of working in a higher education environment.	D
	Excellent advanced Excel skills.	E
General	To work in accordance with the University's Equal Opportunities Policy and promoting equality and diversity in your work.	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: Jan 2026

Salary and Conditions of Appointment

The post is permanent and part-time 21 hours per week, 0.6 FTE. The salary will be on the LSHTM salary scale, Grade 6 scale in the range £45,728 - £51,872 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.

This role does not meet the minimum job classification, skill level, salary or qualification 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.