JOB DESCRIPTION

Job Title: Senior Finance Business Partner
Department: Finance and Procurement
Faculty/Central Service: Central Service
Location: London
Reports to: Head of Finance Business Partner
Responsible for: Finance Business Partners
Full Time/Part Time/Casual: Full-time
Grade: Grade 7
Overall Purpose of the job: Reporting to the Head of Finance Business Partnering, the Senior Finance Business Partner is a strategic and commercially minded finance leader who will help drive financial performance and support LSHTM's mission to improve health and health equity worldwide. Working closely with senior leaders, you will provide insight, challenge and expert financial advice to shape strategic decision-making, drive financial sustainability and influence the future direction of a globally recognised institution. We welcome applications from finance professionals across the private and public sectors and value the commercial insight, innovation and fresh perspectives they bring. In return, you will join a world-leading institution committed to creating a healthier, more sustainable and equitable world, where our values of acting with integrity, embracing difference, working together and creating impact underpin everything we do, and where your expertise will contribute to improving health worldwide.

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.

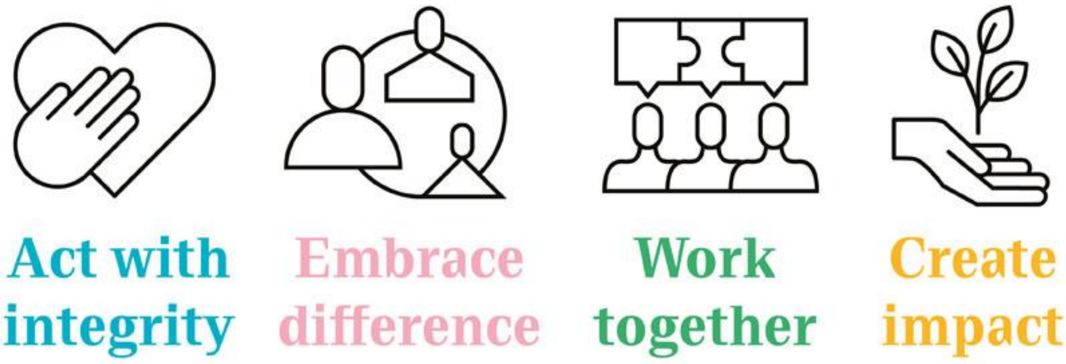
Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

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.



About the Finance Division

The Finance Division plays a vital role in enabling LSHTM to deliver its mission and long-term strategic ambitions. Supporting a complex and globally connected organisation, the team provides expert financial leadership, insight and stewardship to ensure resources are deployed effectively and sustainably.

LSHTM manages a substantial and complex research portfolio, with around £180m of annual research expenditure and approximately £500m of research funding applications each year. Finance teams play a critical role in supporting this activity through expert financial leadership, robust governance and trusted business partnering that helps maximise LSHTM's impact on global health.

About the Finance Business Partner Team

The Finance Business Partnering team sits at the heart of LSHTM's decision-making, partnering with senior leaders to deliver the financial insight and strategic support that enables the School to achieve its mission of improving health worldwide. This is a highly visible team that influences major decisions, supports a diverse portfolio of activities and plays a key role in ensuring the long-term financial sustainability of the organisation. Joining the team offers a unique opportunity to combine commercial finance expertise with genuine social impact, while working in a collaborative, ambitious and supportive environment that encourages innovation, continuous improvement and professional development.

Main Duties and Responsibilities

Strategic Financial Planning & Reporting

- Take full responsibility for the preparation and delivery of accurate and timely budgets, forecasts and monthly management accounts for assigned Faculties and PSAs.
- Provide high-level interpretation of financial results, conducting value-add analysis, detailed variance investigation, trend identification and early detection of risks and opportunities.
- Recommend remedial actions where issues arise, working collaboratively with academic and professional service colleagues to implement solutions.
- Produce authoritative monthly financial commentary that explains key variances, highlights significant trends and sets out the Faculty or PSA's overall "financial health."
- Oversee the FBP in the preparation of monthly Management Accounts, ensuring accuracy, analytical rigour and alignment with institutional timetables.

Advanced Financial Analysis & Decision Support

- Produce advanced financial analysis and reports to illuminate the contribution of academic and operational areas, enabling evidence-based resource allocation and strategic planning.
- Lead work with Faculties and Departments to deepen understanding of cost drivers and financial sustainability.
- Provide interpretation of complex data, identifying critical issues, assessing options and advising on optimal courses of action.
- Use benchmarking, sector data, and historical trends to support senior decision-making.
- Provide expert financial guidance and advice to FOOs, DMs, budget holders and project managers to shape effective planning and control.
- Meet monthly with FOOs and DMs to review management accounts, explain variances, address concerns and jointly monitor emerging issues.

Systems Expertise, Policy & Process Improvement

- Serve as the institutional "go-to" expert for the T1 finance system, advising on reporting, analysis, budget setting, forecasting and management accounts.
- Deliver financial training and workshops in T1 and core financial processes to enhance financial capability and promote ownership of budgets.
- Recommend policy improvements and drive process enhancements that accelerate month-end close and increase reporting quality.
- Support the Head of Finance Business Partnering with the production of external statutory and regulatory returns including Office for National Statistics (ONS) and TRAC returns.

Team Leadership and Management

- Provide effective leadership, support and direction to assigned FBP(s), including workload planning, task delegation, performance oversight and professional guidance.

- Set clear objectives and key performance indicators (KPIs) to monitor individual and service performance.
- Conduct annual Professional Development Reviews (PDRs), gathering feedback from relevant academic and Professional Services stakeholders as appropriate.
- Review priorities and deadlines proactively, particularly during peak workload periods, ensuring effective and sustainable service delivery.
- Ensure appropriate cover for absences across the FBP/SFBP team and contribute to continuity planning.
- Lead regular meetings with the FBP, promoting knowledge sharing, collaboration and a strong team culture.

Communication, Influence & Collaborative Working

- Provide specialist financial expertise to a wide range of internal stakeholders, including senior leadership and non-financial audiences.
- Develop and deliver training, briefings and presentations to both specialist and non-specialist audiences on financial systems, policies and performance.
- Build strong, effective and collaborative relationships with academic and professional services staff across the institution.
- Promote and disseminate best practice in financial policy, process and management across the School.
- Maintain strong communication channels with the sector and other institutions to support innovation and benchmarking.
- Consult regularly with stakeholders to understand challenges, identify improvements and resolve emerging issues.
- Influence stakeholders, including senior staff, to ensure optimal outcomes for the institution, negotiating solutions and managing expectations where necessary.
- Represent the institution at meetings, seminars and external forums as required.

Finance, Sector Awareness & Continuous Improvement

- Monitor developments in the external higher education and research funding environment, assessing their financial implications for the School.
- Use sector knowledge and financial data to anticipate changes in stakeholder needs and adjust service delivery accordingly.
- Proactively engage with external networks, sector groups and professional bodies to ensure the School benefits from evolving best practice.
- Lead and support initiatives to innovate and enhance financial management, planning and reporting.

Additional Responsibilities

- Deputise for other SFBPs and members of the Finance Business Partnering team as required.
- Undertake any other duties reasonably requested by the Head of Finance Business Partnering.
- Take responsibility for own continuing professional development, internal collaboration and external networking.

- Demonstrate the School’s values in all activities, including commitments to equality, diversity, inclusion, health and safety, and data protection.

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. • Fully qualified Accountant (CIMA, ACCA, CPIFA)	E E
Experience	• Significant experience in financial management, with a proven track record of delivering robust financial planning, reporting, forecasting, and performance management within complex organisations. • Demonstrated leadership experience, including successfully leading, motivating, developing, and coaching high-performing teams, with responsibility for delegation, performance management, and talent development. • Proven ability to operate effectively within a customer-focused environment, building strong stakeholder relationships and consistently delivering high-quality services that meet customer and organisational needs. • Substantial experience in driving excellence in support services through the establishment of clear service standards, the monitoring of performance against agreed metrics, and the effective communication of outcomes and continuous improvement initiatives. • Extensive experience in leading and implementing organisational change, including the development and introduction of policies, procedures, processes, and systems that improve efficiency, strengthen controls, and enhance service delivery. • Strong experience in delivering formal and informal training, guidance, and professional development, including the design and production of written guidance, documentation, training materials, and best-practice resources. • Broad commercial experience, ideally gained within leading private-sector organisations and internationally recognised institutions, providing a strong understanding of commercial drivers, strategic decision-making, and business performance. • Highly developed analytical and problem-solving skills, with the ability to critically evaluate and interpret	E E E E E E E E

	complex financial and operational data, assess organisational efficiency and effectiveness, produce insightful commentary, and provide evidence-based recommendations to support strategic decision-making. • Extensive experience in the preparation and delivery of complex budgets, forecasts, management accounts, and financial reports within demanding and fast-paced environments, consistently ensuring accuracy, quality, and adherence to tight deadlines.	E
General	• Exceptional numerical and analytical skills, with the ability to interpret complex data and provide actionable insights. • Strong judgement and initiative, with a proven ability to identify issues and implement effective solutions. • Excellent verbal and written communication skills, capable of translating complex financial information for non-finance audiences. • Outstanding organisational and planning skills, with the ability to manage competing priorities and meet demanding deadlines. • Proven ability to work collaboratively as part of a team, building strong relationships and supporting shared objectives. • Self-motivated and proactive, with the ability to work independently and take ownership of key deliverables. • Strong attention to detail, consistently producing accurate, high-quality work to tight timescales. • Advanced Excel expertise, including financial modelling, data analysis, reporting, and forecasting. • Good working knowledge of the Technology One Finance System and its application within a financial management environment.	E E E E E E E E D

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: Aug 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 7 scale in the range £53,317 - £61,034 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.