

**LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE
PROFESSIONAL SUPPORT SERVICES
DEPARTMENT OF RESEARCH MANAGEMENT
RESEARCH FINANCE ADMINISTRATOR
GENERAL 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) are studied by more than 55,000 participants globally.

The School performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we placed 151-200 overall, and 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.

JOB DESCRIPTION AND PERSON SPECIFICATION

POST: **Research Finance Administrator**

DIVISION/DEPT/UNIT: Research Management

RESPONSIBLE TO: Research Finance Manager

GRADE: **PSP4**

Job Purpose

The Research Finance Administrator supports the efficient management of a faculty's research and consultancy portfolio, ensuring an excellent level of service to the Academic and Professional Staff.

This role combines proficiency in post award grant administration with the opportunity to develop an area of expertise for example in funders' terms and conditions, financial reporting or research management systems development.

Responsibilities

1. Have proficiency in and responsibility for the day-to-day administration of the faculty's research grant and consultancy portfolio in conjunction with department and project administrators, as appropriate
2. Post-award responsibilities include:
 - setting up and activating awarded grants
 - authorising budget expenditure in accordance with School procedures
 - review and authorise Staff and Student appointments on research grants
 - 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
3. Ensure processes are carried out on a timely basis, accurately and in accordance with the School's policy and funder requirements
4. Take responsibility for the accurate and complete entry of project data into the School's research management systems
5. Produce accurate reports from the School's research management systems
6. Identify problems, resolving where possible or referring as appropriate
7. Develop specialist expertise and knowledge in one or more areas of overall research administration (e.g. funders' terms and conditions, financial reporting, research management systems development)

8. Keep abreast of developments in the external research environment (policy, funders) that will impact on School research administration processes and/or research funding activities
9. Build strong relationships with the Academic and Professional staff within the Faculty, Departments and other school services.
10. Develop specialist expertise in and knowledge of one or more major funders of research and provide appropriate information for the ROO webpage
11. Ensure that the School 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)
12. Attend relevant external professional networks e.g. user groups for EC, AGRESSO, pFACT, etc.
13. Respond to queries and provide high quality advice to researchers and administrators on matters relating to funding opportunities and grant administration, to include staffing a faculty based help desk facility
14. Liaise with project administrators to ensure key deadlines are met
15. Contribute to the general work of the research operations team by covering for other members of the team during absences
16. Undertake any other duties as reasonably delegated by your line manager
17. Manage your own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation
18. Demonstrate the School'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 requirement

PERSON SPECIFICATION

Qualifications

	The successful candidate should:	Essential/ Desirable	Tested by*
	Hold an undergraduate degree or have equivalent training or experience	Essential	A, I
	GCSE Maths Grade B and above	Essential	A, I
	Have specialist training or hold qualifications in research contracts or finance	Desirable	A, I

* **A = application; I = interview; T = test**

Background & Experience

	The successful candidate should have a background in, or experience of:		
	Research administration or accounting practices (preferably within Higher Education)	Essential	A, I
	Working effectively and flexibly as a member of a team	Essential	A, I
	Working in a customer focused environment and meeting customer needs	Essential	A, I
	Communicating complex information to non-specialists	Essential	A,I
	Working independently and proactively	Essential	A,I
	Working with high levels of accuracy and with attention to detail	Essential	A,I
	Providing informal or formal guidance and training	Desirable	A,I
	Developing written guidelines and/or training materials	Desirable	A, I

Knowledge

	The successful candidate should have demonstrable knowledge of:		
	Financial accountancy	Essential	A, I, T

Skills & Competencies

	The successful candidate should demonstrate:		
	Excellent numerical skills	Essential	A, I
	Proven ability to understand funder financial terms and conditions	Essential	A, I

	Excellent oral and written communication skills	Essential	A, I
	The ability to use judgement and initiative to identify and solve problems	Essential	A, I
	Excellent organisational and planning skills including proven ability to organise and prioritise workload, work efficiently and meet tight deadlines	Essential	A, I

ASYLUM AND IMMIGRATION STATEMENT

The School will comply with the Immigration, Asylum and Nationality Act 2006, 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 UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points