

JOB DESCRIPTION

Job Title	Junior Finance Administrator		
Reports to	Subject Area Manager, Economics		
Department	Subject Areas		
Job Family	Business Services	Level	1

About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

The Research and Faculty Office is responsible for providing HR, Research, Teaching and PhD support to the academic staff of London Business School. The Subject Areas consist of seven small teams led by the Deputy Director, RFO in close partnership with a senior faculty member in each Subject Area. Subject Areas provide key support such as:

- Course administration, including Canvas setup and assessment
- Coordination of research events
- Processing expenses and managing casual workers/timesheets
- Administrative support to faculty and department

Job Purpose

The purpose of the role is to provide professional and pro-active finance administrative support to the Subject Areas. The role will predominantly support the seven Subject Areas with expenses, new suppliers and procurement administrative tasks.

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Delivery and Support

- Conduct administrative and/or operational tasks in accordance with defined policies, procedures and instructions to ensure the delivery of a first-class service to all stakeholders.
- Provide first line support within the School, solving routine problems in a specific area, and providing stakeholders with the information and/or understanding they need to deliver an excellent service.
- Draft and develop standard materials, working to a clear brief, for use in the provision of an effective and efficient support service.
- Co-ordinate team calendars and meetings to support efficient and effective team working.
- Organise, input into and monitor databases and records to ensure accurate recording, completed in a timely manner in line with established processes.

Analysis and Reporting

- Organise, upload into and monitor systems, databases and records to ensure accurate recording and enable efficient service delivery to all stakeholders completed in a timely manner in line with established processes.
- Collate information to produce regular standardised management reports to support decision making within the department.
- Provide support to colleagues within and outside the team as and when opportunities arise, to promote collaborative working across the School.
- Act as a point of referral for accounts and procurement queries within the Subject Areas

Project Management

- Provide ad hoc support to small projects in order to support project planning and implementation

Financial Management

- Accurately process invoices and expenses in a timely fashion and input financial data into systems to support the tracking of team/department budgets.
- Set up New Suppliers according to School Policy and processes.

Process Improvement

- Proactively review relevant processes and systems within own area of work and make suggestions to improve efficiency.

Change Management

- Champion change by role modelling the behaviour expected from all colleagues, act in a resilient manner when responding to change, and proactively look for opportunities to support change to help embed it in the team and/or department.

KPIs:

- High-quality support service provided to all stakeholders.
- Production of high-quality materials.
- Timely response to and resolution of enquiries, requests and issues.
- Accuracy and integrity of data in business systems.
- Development of relationships within and outside the team, and positive feedback from colleagues.
- Compliance with processes, procedures and standards.
- Accuracy of financial records.
- Contributions to process reviews and operational improvements.

Knowledge/Qualifications/Skills/Experience required

- Further education or equivalent.
- May hold vocational qualification.
- Good communication skills and the ability to address a variety of stakeholders.
- Sound working knowledge of standard IT packages, systems and/or databases.
- Experience of software related to own area of specialism.
- High level of accuracy and attention to detail.
- Good time management skills with the ability to organise and prioritise.
- Ability to interpret and apply guidelines to a specific activity.
- Experience in standard financial management processes.
- Experience of working in a customer facing environment.
- Self-motivated with a pro-active approach to relationship development with colleagues

Resources including team management

n/a

Staff	0
Budgets	0
Date Updated	November 2022