

JOB DESCRIPTION

Job Title	Faculty Assistant, Finance		
Reports to	Subject Area Manager, Finance		
Department	Subject Areas (Finance)		
Job Family	Learning	Level	2

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

Faculty members within the Finance Group carry out all core and elective teaching in finance on the School's postgraduate Degree Education programmes, as well as some teaching on the Executive Education open and custom programmes. Faculty members from the Finance Group also run the following four research centres and institutes: AQR Asset Management Institute, Centre for Corporate Governance, Private Equity Institute, and the London Share Price Database.

Job Purpose

The Faculty Assistant plays a key role in supporting the research and teaching activities of the Finance Group.

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Learning Delivery Support

- Support the production and distribution of learning materials for core and elective courses, as well as global experience trips, which meet internal and external regulations.
- Co-ordinate assessment-related processes, such as assignment handling, exam invigilation, grading, internal moderation, and external examination, in line with policy guidelines.
- Purchase any teaching-related data or materials on behalf of faculty, as required.
- Process teaching assistance / grading time sheets.

Research Support

- Process faculty expenses resulting from research-related travels, using correct cost centres.
- Process research assistance-related time sheets.
- Produce citation counts, when required.
- Proof read research-related documents, when required.
- Purchase any research-related data or materials on behalf of faculty, as required.

Meeting Coordination and Administration

- Support organisation of internal and external meetings, conference calls, travels, and committees/groups.
- Liaise with departments such as IT and Estates to ensure needs are being met.

Events and Client Experience

- Co-ordinate events and activities, such as faculty-led seminars, workshops and conferences, ensuring that costs remain within budget.
- Provide a first line contact service to students/participants/stakeholders, responding in a professional and timely manner to address queries or escalate as required to ensure effective resolution.

Collaboration and Support

- Liaise as required across the School to ensure efficient information exchange and the smooth delivery of activities enabling an excellent client experience.
- Provide support to the Finance Subject Area Manager, colleagues within and outside of the team as and when opportunities and projects arise, to promote collaborative working across the School.

Financial Management

- Accurately process invoices and input financial data into systems to support the tracking of team/department budgets.
- Monitor Individual Faculty Budget (IFB) and Research and Materials Development (RAMD) balances; report any transaction anomalies to relevant faculty.

Process Improvement

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

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 customers, colleagues and stakeholders.
- Timely response to and resolution of enquiries, requests and issues.
- Timely availability of materials and supplies.
- 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.
- Contributions to process reviews and operational improvements.

Knowledge/Qualifications/Skills/Experience required

- Further education or equivalent; may hold vocational qualification.
- Excellent communication skills and the ability to address a variety of stakeholders.
- Proactive and client-centred approach to relationship development with stakeholder groups.
- Excellent attention to detail; accuracy, particularly with spelling and drafting of correspondence.
- Good time management skills with the ability to organise and prioritise.
- Good team working skills and the ability to work collaboratively.
- Ability to interpret and apply guidelines to a specific activity.
- Some events experience preferred.
- Sound working knowledge of standard IT packages, systems and/or databases.
- Proficiency in MS Word and Excel. Comfortable with technology/ tools/ systems.
- Positive, can-do attitude; good work ethic.

Staff	N/A
Budgets	N/A
Date Updated	18/02/2020