

JOB DESCRIPTION

Job Title	Research & Fundraising Finance Assistant		
Reports to	Research & Fundraising Finance Manager		
Department	Finance		
Job Family	Business Services	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

Within Operations, Finance plays a key role delivering change and supporting planning to achieve the School's strategy over the medium term (5 years to 2026/27) and longer term. The team provides a full financial service to all areas of the School and in particular:

- Strategic planning and analysis support to the School's senior executives.
- A comprehensive management information and business partner service to the School's senior management including planning budgeting and forecasting.
- A customer-facing finance service to support the day to day running of the School including all transaction processing services – purchase invoicing, payroll and expenses; banking and treasury management; sales invoicing and credit control; research grant funding support; and the processing, reconciliation of, and reporting on, fundraising.
- Full corporate governance and compliance provision to the School and its subsidiary companies including managing and reporting on internal controls; financial accounting and reporting; insurance, tax, VAT and legal, HEFCE and Charity requirements; and management of external audit.

Purchasing and procurement support to the School's budget holders to deliver Value for Money.

Job Purpose

Overview

In support of Faculty (internal funds) and Advancement (donations); responsible for:

- Individual Faculty Budgets (IFBs); expenses review (50:50 shared task)
- Gift Processing (shared task)
- Management Reporting
- Faculty – assistance to R&F Finance Manager

Collaborate with the Senior Research & Fundraising Finance Assistant to manage workload

Individual Faculty Budgets; expenses review (50:50 shared task)

- Review IFB expense claims on a daily basis; verifying each line item is within policy and includes the required back-ups / narratives
- Liaise with faculty assistants for any missing information / amendments to claim, following up on a timely basis
- Escalate any unusual or unusually high-value items to manager for determination
- Follow-up and/or escalate any expenses queries on a timely basis
- Update IFB balances workbook and verify that submitted claims, if approved, will not move the balance outside of the allowable range

Gift Processing (shared task)

- Recording gifts and scheduling and maintaining pledges in the donations database, ensuring coded in line with donor wishes
- Posting Trust bank transactions on a daily basis
- Running daily credit card claims, banking cheques
- Posting Give as you Earn schedule on a monthly basis
- Reclaiming tax under the gift aid scheme on a quarterly basis
- Uploading gift forms / MOUs to Skyvault
- Uploading daily gift journal to the accounting system
- Raise sales invoices as required for sponsorship
- Annual gift processing; Global Give

Management Reporting

- Run the Trust report on a monthly basis ensuring reconciled to ledger

Faculty – assistance to R&F Finance Manager

- Collation of back-up to research grant expenditure on a monthly basis (in preparation for audit)
- Posting journals as requested

Other

- Assist with internal & external audit as required
- Any other tasks as assigned by line manager

Key Stakeholders

- Faculty
- Faculty Assistants
- Advancement
- Research & Fundraising Finance Manager
- Research & Fundraising Finance Analyst
- Head of Research & Fundraising
- Members of the Finance department

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.
- 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.
- Collaboration and Support
- 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 less experienced colleagues to help to resolve issues within the team.

Project Management

- Provide ad hoc support (e.g. research, external benchmarking) to small projects in order to support project planning and implementation; sometimes taking the lead on defined project activities

Financial Management

- Accurately process invoices and input financial data into systems to support the tracking of team/department budgets.

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.
- Positive feedback from project managers.

- 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.
- Proactive approach to relationship development with colleagues.
- Good attention to detail.
- 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.
- Experience in standard financial management processes.
- Experience of working in a customer facing environment.

Resources including team management
Not applicable

Staff	n/a
Budgets	n/a
Date Updated	23/11/2023