

JOB DESCRIPTION

Job Title	Finance Manager - Research		
Reports to	Head of Research & Fundraising; Finance		
Department	Finance		
Job Family	Business Services	Level	4

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, the Finance team plays a key role delivering change and supporting planning to achieve the School's strategy over the medium term (5 years to 2019/20) and longer term (to 2025/26). 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, Office for Students 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

Research

- Manage the process around externally funded research grants to ensure support provided to faculty through the process and compliance with both the School's and the funding body's policy and procedures
- Pre-Award: advise faculty regarding funder specific financial guidelines, and School financial policies, produce an informed costing for application which demonstrates value for money, and liaise with faculty and Research & Faculty Office (RFO) to complete internal sign-off and formal application
- Grant Agreement: liaise with RFO to complete requirements for grant acceptance, and signed agreement
- Post-Award: facilitate opening of a dedicated cost centre, and funding workbook, provide quarterly updates to faculty and RFO, complete all financial reporting on an accurate and timely basis, schedule financial audits and provide any required information as requested
- Update and maintain a schedule of research grants ensuring anticipated income is received and all reporting requirements are fulfilled on an accurate and timely basis
- Provide a Business Partner service to the research Institutes, Centres and Programmes, including regular reporting & review and ensure that all queries are followed-up in a timely manner
- Manage the internal research funds portfolio (IFBs and RaMDs) – ensuring that budgets and expenditure are managed and reported on a timely and accurate basis by the Business Analyst – Research
- Develop the Business Analyst – Research to be able to provide full support across all aspects of research, particularly external grants.

Budgeting & Forecasting

- Provide clear guidance, instructions and timetables on the annual budget and quarterly forecast processes
- Ensure full engagement by setting out a clear set of review processes (including meetings) with management to support a strong decision-making process ahead of finalisation of forecasts/budgets
- Ensure all significant movements in budget / plans / forecasts are fully understood and clearly reported and also ensure that key risks, deviation from targets and corrective actions are flagged at the earliest opportunity.

Delivery of Management Information

- Provide regular reports to meet reporting deadlines ensuring quality of data and consistency with non-financial analyses where needed
- Ensure key issues including risks and opportunities are highlighted where appropriate
- Ensure verbal and written communications are clear and concise with any financial terms explained where needed
- Regularly review information provision to ensure that reports continue to be relevant and useful and meet the changing needs of the School.

Other responsibilities:

- Provide cover for the Business Analyst – Research
- Other duties as assigned by line manager

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Strategy and Planning

- Contribute to the development of strategy for the area, ensuring that plans are aligned to wider departmental strategy and overall School goals.
- Contribute to the development of broader operational plans, manage operational plans in own area and enable successful implementation by prioritising and aligning planned activities.
- Contribute to the development of Key Performance Indicators to support the assessment of the quality and efficiency of service delivery.

Partnering and Service Delivery

- Partner with relevant area to understand their business goals and provide them with professional or technical advice, sharing expertise and information to support effective decision-making.
- Use specialist knowledge and information to diagnose and resolve technical issues within agreed parameters, escalating the most complex where appropriate.
- Manage the delivery of activities within a specialist area, in line with relevant policies and procedures, to ensure performance meets set targets/key performance indicators to support the School in the delivery of a first-class service.

Analysis and Reporting

- Process complex data and apply technical knowledge when conducting root cause analysis to identify solutions to complex issues/unique requests from colleagues or stakeholders from across the School.
- Extract data from multiple sources, check its integrity and produce reports for use by management.
- Liaise across the team to prepare complex reports to inform review, planning and decision-making.

Compliance

- Provide advice to colleagues and stakeholders on the interpretation of policies and procedures for an area of specialism, and support monitoring, to ensure compliance across the School.

Collaboration

- Partner, and build strong relationships with relevant areas to ensure good understanding of their business goals and that advice/service delivered meets and exceeds their needs.
- Develop and enhance relationships with stakeholders across the School to facilitate improved communication, support implementation of change programmes, and to monitor the level of satisfaction with service delivery.
- Represent the team to colleagues, stakeholders and cross-School groups, enabling cross-department working, spotting and initiating opportunities to collaborate for best business solutions.

Process Improvement

- Research best practice in own area of expertise, and review and analyse detailed business models to support senior management in developing and improving policies, processes and systems relevant to a specialist area.

Change Management

- Champion change by role modelling the behaviour expected from all colleagues, and consider the impact of change on all processes, systems and people to ensure appropriate steps are taken for successful implementation.
- Consult with and advise the business on change programmes and initiatives, influencing stakeholders so they become advocates for the change and support its successful implementation.

KPIs:

- Delivery of high-quality service in area of specialism.
- Development of solutions and improvements to complex issues within own area of specialism.
- Production of high-quality reports, with complex analysis to support management decision-making.
- Contribution to cross-School compliance with regulations and legislation.
- High-quality work delivered by third-party contractors and agencies.
- Projects delivered on time, on budget and to quality standards.
- Strong cross-team working relationships with key stakeholders.
- Positive feedback from students, colleagues and stakeholders.
- Improvements in commercial performance for the team or department.
- Contribution to the development of policies, processes and systems.

Knowledge/Qualifications/Skills/Experience required

- Ideally hold a part or full professional accounting qualification or equivalent experience
- Significant accounts experience including management reporting required
- Experience of research administration within the Higher Education sector preferred
- Experience of fund raising / trust accounting
- Experience of working in a customer facing environment and providing good customer service
- Line management experience preferred
- Previous involvement in process improvement projects and managing change
- Experience with a number of software packages including Sun Accounts, Vision and strong Microsoft Office skills.

Resources including team management

Staff	
Budgets	
Date Updated	