

JOB DESCRIPTION

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| Job Title | Junior Finance Assistant | | |
| Reports to | Accounts Payable Manager | | |
| Department | Finance | | |
| Job Family | Business Services | | 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

Within Operations, Finance plays a key role delivering change and supporting planning to achieve the School's strategy over the 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

To provide accounting support to ensure the smooth running of the school. As a Finance Trainee, you will be responsible for maintaining the purchase ledger.

With training, key responsibilities to include:

- Ensure all purchase invoices are processed within agreed guidance
- Ensure all employee expenses and credit/purchase cards are processed within agreed guidance
- Resolve queries from employees and suppliers and proactively deal with account discrepancies including supplier statement reconciliations
- Ad-hoc tasks as directed by the Accounts Payable Manager
- Any other ad hoc duties as and when required

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Delivery and Support

- Conduct administrative 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.
- Respond to all queries within 24 hours of receipt.
- Organise, input into 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.
- Provide support to colleagues within and outside the team as and when opportunities 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.
- Ensure all invoices ready for payments are included in the BACS run.
- To pay all supplier invoices accurately and within the agreed time.

KPIs:

- High-quality support service provided to all stakeholders.
- Timely response to and resolution of enquiries, requests and issues.
- Accuracy and integrity of data in finance systems.
- Compliance with processes, procedures and standards.
- Accuracy of financial records.

Knowledge/Qualifications/Skills/Experience required

- Good GCSE Level English and Maths
- Good IT skills essential
- Good communication skills
- 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.

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| Staff | |
| Budgets | |
| Date Updated | |