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| **Job Title** | **Student Association Finance Officer** | | |
| **Reports to** | **Senior Shared Services Manager** | | |
| **Department** | **Finance** | | |
| **Job Family** | **Business Services** | **Level** | **3** |

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| **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. |

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| **About the Department** |
| Finance plays a key role delivering transformation and support to achieve the School’s strategy over the medium term (5 years) and longer term. The team provides a full financial service to all areas of the School and in particular:   * Strategy and strategic planning and analysis support to the School’s senior executives, Governing Body and its sub-committees. * A comprehensive management information and business partner service to the School’s senior management including planning budgeting, forecasting, assessment of risks and opportunities and work on special assignments and projects. * A customer-facing finance service to support the day to day running of the School including all transaction processing services – purchase invoicing, expenses; banking and treasury management; sales invoicing and credit control; research grant funding support; and 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, the OfS and Charity requirements; external funder requirements, and management of external audit. * Purchasing and procurement support to the School’s budget holders to deliver Value for Money. * Provision of training and building business knowledge across the School and with partnered areas. |

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| **Job Purpose** |
| The purpose of the post is to be **the main point of contact between SA and LBS Finance**  **Regular Tasks:**   * **Approving SA expenditure etc in Teams** * **Liaise with Finance to make sure AP & Credit Control are being done/follow through**   **- Set up suppliers for SA / bank account verification**   * **Set Up SA Event Codes on Finance System – via BIGIN** * **SA bank account verification & collation of all new supplier data** * **Processing of Supplier Invoices & generation of BACS run** * **Set up Customers for SA sponsorship invoices** * **Month End Reporting & correction of data**   - Reconcile Income (via Stripe) / tidying up the account  - Intercompany Account Reconciliation / correcting the information  - SA Creditor Report including month end balances  - SA Debtor Listing  - Club Balances Check & appropriate correction of errors  - STU Banking Reconciliation - if the role only support on LBS invoices  - Provide monthly reporting to SA – currently with SH Team   * **Audit** – sample extraction/provision of information * **Attend Finance Meetings** with SA including taking of minutes * **Any other duties as assigned by your line manager** – this will include supporting the Accounts Payable Team as time allows |

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| **Key Areas of accountability and Key Performance Indicators (KPIs)** |
| **Key areas of accountability:**  **Delivery and Support**   * Apply specialist technical knowledge across a range of different areas to deliver required services in line with defined processes, escalating queries or tasks if outside own technical knowledge and/or standard procedure for own area. * Respond to requests from all stakeholders, providing specialist advice to deliver the information and/or understanding they require and provide an excellent service. * Resolve operational day-to-day issues referred from across the School, ensuring an efficient and first-class service is extended to all stakeholders. * Design and develop materials and policy guidance, with supervision from more senior colleagues, for use in the provision of an efficient and effective business support service. * Provide training to colleagues or stakeholders on an area of specialism to upskill and educate others in the business support services provided.   **Analysis and Reporting**   * Independently collate, cleanse and analyse data, and make recommendations based on analysis to support the department’s decision making process. * Liaise across the team and other departments to prepare reports to inform review, planning and decision-making.   **Compliance**   * Undertake investigations and inspections of data, processes and working practices in accordance with established procedure to identify actual/potential compliance issues and recommend appropriate action.   **Collaboration**   * Collaborate closely with team members and other departments across the School to enable cross department working, to raise the team’s profile, and to drive consistency of approach/standards through the wider School, thereby enabling effective service delivery.   **Financial Management**   * Monitor and review financial activity for own area of specialism to ensure the accurate completion of standard financial processes within budget and the provision of up-to-date information to support decision making.   **Process Improvement**   * Monitor processes, systems and practices within area of specialism, plan and carry out regular reviews to identify opportunities for improvement in light of changing needs, feedback and/or current best practice thinking; follow through on improvements once agreed.   **Change Management**   * Champion change by role modelling the behavior expected from all colleagues, and follow through on new activities or actions brought about change to help support its successful implementation.   **KPIs:**   * Delivery of high-quality service in area of specialism. * Area/team compliance with necessary regulations/processes. * Production of high-quality reports, with the identification of trends and issues. * Projects delivered on time, on budget and to quality standards and targets. * Development of relationships within and outside the team, and positive feedback from colleagues. * Improvements to processes and procedures in own area of specialism. * Up-to-date and accurate financial information for own service area. |

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| **Knowledge/Qualifications/Skills/Experience required** |
| * Bachelor’s degree or equivalent experience. * Credit control, sales ledger and purchase ledger experience * Results orientated. * May be working towards relevant professional qualification. * Excellent communication skills with the ability to engage a variety of audiences. * Significant experience of software related to own area of specialism. * Excellent organisational skills and meticulous attention to detail. * Excellent analytical and problem solving skills. * Ability to manage multiple internal and external stakeholders. * Ability to prioritise and focus on material issues. * In-depth knowledge of business education/specialist area. * Experience in effectively managing external suppliers/contractors. * Good project management skills. |

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| **Resources including team management** |
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| **Staff** | **Nil** |
| **Budgets** | **Nil** |
| **Date Updated** | **August 2024** |