

# JOB DESCRIPTION

<b>Job Title</b>	<b>Research &amp; Fundraising Finance Analyst</b>		
<b>Reports to</b>	<b>Head of Research &amp; Fundraising; Finance</b>		
<b>Department</b>	<b>Finance</b>		
<b>Job Family</b>	<b>Business Services</b>	<b>Level</b>	<b>3</b>

## 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

This role supports finance business partnering within Research & Fundraising finance; primarily focused in the areas of:

- Faculty: internal funds (IFBs & RaMDs)
- Research @ LBS
- Fundraising: supporting Advancement
- Fundraising: restricted fund management

### **Faculty – internal funds**

Provide finance business partnering (working collaboratively with the Research & Faculty Office [RFO]) to faculty for the internally awarded Individual Faculty Budgets (IFBs) and Research & Materials Development funds (RaMDs); to include:

- Facilitating the opening and closing of dedicated cost centres
- Allocation of awarded budgets (August & February)
- Monitoring & monthly reporting
- Approval of reviewed IFB expense claims in line with the School's expense policy
- Holiday cover for IFB expense claim review
- Approval of IFB purchase orders
- Agree and roll forward year end balances in line with School policy
- Quarterly forecast and budgets: agreement and load
- Resolve all queries related to internal funds on a timely basis
- Annual review and update of policy document

### **Research @ LBS**

Provide finance business partnering to the Director; RFO; to include:

- Quarterly forecast and budgets; agreement and load
- Monthly reporting
- Monitoring income to ensure that expected income (contribution from research, donations and the income guarantee) is received
- Transfer of awarded funds (RaMDs, Junior Faculty research awards, Faculty Chair awards and Subject Area funding) on a timely basis
- Year End
- Annual review and update of policy document
- Reporting for the Research Committee

### **Fundraising: supporting Advancement**

Support the Head of Research & Fundraising; Finance in providing a full finance business partnering service to Advancement; including:

- Acting as the primary finance contact for Advancement; responding to queries, posting journals, providing analysis etc on a timely basis
- Monthly reconciliation and reporting for Advancement's operating budgets; liaising with Advancement on any significant variances to budget/forecast and flagging to the Head of Research & Fundraising at the earliest opportunity and including on unders/overs schedule.
- Quarterly forecast / budget; Advancement operating budgets in line with FP&A timetable: prepare templates and work with Advancement to agree (including narrative to significant spend and/or variances), load to finance system.
- Quarterly forecast / budget; Commitments: prepare, populate and distribute templates for completion by Advancement. Load Commitments & Cash following completion by Head of Research & Fundraising
- Quarterly forecast / budget; Advancement presentation deck: prepare data workbook and draft presentation for review
- Year End: prepare draft year end accruals and post following agreement, run year end reports and prepare year end data workbook and draft presentation for review
- Alumni Clubs (8000 codes) – primary contact for Advancement for queries, roll-forward balances at year end

### **Fundraising: Restricted Fund Management**

Day-to-day management of the Restricted Funds of LBS Anniversary Trust, including:

- Acting as the primary finance contact for Advancement; responding to queries related to restricted funds on a timely basis
- Quarterly releases: calculate and post restricted releases (including HIVE reconciliation and release) and collate back-up for approval by Trustees
- Scholarships portfolio: update Finance workbook and shared workbook on a monthly basis, post scholarship releases as scholars are awarded ensuring that there are available restricted funds, work collaboratively with Advancement, Accounts Receivable and programme managers.
- Year End: calculate and post the income guarantee, capital fund revaluation, and post update to balance sheet reserves following external audit completion

#### **Other**

- Assist, as required, with internal & external audits
- BACS payment approvals as timetabled
- Identify opportunities for process improvement
- Any other duties as assigned by your line manager

#### **Key stakeholders**

- Faculty
- Faculty Assistants
- Research & Faculty Office
- Director; Research & Faculty Office
- Advancement
- Head of Research & Fundraising
- Research & Fundraising; Finance
- Members of the Finance department

### **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.
- Plan and deliver a range of straightforward projects, and/or contribute to more complex projects with guidance from more senior colleagues, to ensure delivery against project time, cost and quality standards, and targets.

### **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 behaviour 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.

### Knowledge/Qualifications/Skills/Experience required

- Bachelor's degree or equivalent experience.
- This may be supported by a specialist qualification.
- May be working towards relevant professional qualification.
- Good communication skills and the ability to break down technical issues and explain them in layman's terms.
- Experience of using software related to own area of specialism to extract, analyse and report on data.
- Excellent organisational skills and meticulous attention to detail.
- Strong analytical and problem solving skills.
- Positive experience of working within a customer-services orientated environment.
- Budget management experience

### Resources including team management

not applicable

<b>Staff</b>	Not applicable
<b>Budgets</b>	Not applicable
<b>Date Updated</b>	27 <sup>th</sup> November 2023