

# JOB DESCRIPTION

<b>Job Title</b>	<b>Research Finance Officer</b>		
<b>Reports to</b>	<b>Head of Research &amp; Fundraising</b>		
<b>Department</b>	<b>Accounts</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, Accounts 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, 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

The Research Finance Officer role is focused on providing financial expertise and support to faculty, alongside the Research Finance Manager and the Head of Research & Fundraising, and in close collaboration with the Research & Faculty Office. This includes activities outlined below:

**Internal Research Funds** – provide business partnering to the faculty for the internally awarded Individual Faculty Budgets (IFBs) and Research & Materials Development (RaMD) budgets, to include:

- Facilitating the opening and closing of dedicated cost centres
- Allocation of awarded budgets
- Monitoring and reporting
- Verify and authorise faculty expenditure line with the School's expense policy
- Agree and role forward year end balances in line with School policy
- Resolve all queries related to internal research budgets on a timely basis; primarily from individual faculty, RFO, Subject Area Chairs and Faculty Administrators

**Externally funded research grants** – assist the Research Finance Manager in providing support to faculty in all financial aspects relating to the application for and management of externally funded research grants:

- Advise faculty regarding funder specific guidelines and School financial policies
- Produce an informed costing for external applications which demonstrates value for money
- Liaise with the Research & Faculty Office (RFO) to complete the internal sign-off and formal application
- Liaise with RFO to complete requirements for grant acceptance and signed agreement
- Facilitate opening of a dedicated accounting ledger cost centre and funding workbook and provide quarterly updates and insight to faculty
- Complete all funder required financial reporting on an accurate and timely basis, scheduling financial audits and providing any information as requested
- Update and maintain a schedule of research grants ensuring anticipated income is received

**Month end, including reporting:**

- Post month end service charges
- Produce reports, including insight, on a timely and accurate basis (the Research report, Institutes and Centres reports, Research @ LBS report)

**Other responsibilities:**

- Assist with internal and external audit as related to research
- Assist in the quarterly forecasting and budgeting process for research
- Provide holiday cover for the Finance & Donations Assistant
- Other adhoc duties as required
- Any other duties as assigned by your line manager

## Key Areas of accountability and Key Performance Indicators (KPIs)

## **Key areas of accountability:**

### **Delivery and Support**

- 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.

### **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 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.
- 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

- Experience of working in a Finance Office
- 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.
- Good Microsoft Excel skills
- Excellent organisational skills and meticulous attention to detail.
- Strong analytical and problem solving skills.
- Positive experience of working within a customer-services orientated environment.

### Resources including team management

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<b>Staff</b>	
<b>Budgets</b>	
<b>Date Updated</b>	