

JOB DESCRIPTION

Job Title	Research Finance Manager		
Reports to	Head of Research & Fundraising		
Department	Accounts		
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, 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 Manager role is focused on providing financial expertise and support to faculty, alongside the Head of Research & Fundraising and the Business Analyst; Research, and in close collaboration with the Research & Faculty Office. This includes activities outlined below:

Externally funded research grants – provide 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
- Develop the Business Analyst; Research to support externally funded research

Internal research funds – supervise and develop the Business Analyst; Research in the management of budgets and expenditure related to internal funds (IFBs and RaMDs)

Research Institutes & Centres – provide full finance business partnering to the faculty and executive directors of research Institutes & Centres, to include:

- Management of the budgeting and quarterly forecasting process, providing clear guidance, instructions and templates
- Ensure full engagement by setting out a clear set of review processes (including meetings) to support a strong decision making process ahead of finalisation of budgets/forecasts
- Ensure all significant movements in budgets / plans / forecasts are fully understood and clearly narrated and ensure that key risks and corrective actions are flagged at the earliest opportunity
- Produce financial reporting for the Research Centre Review Committee (RCRC) with the Head of Research & Fundraising Manager
- Ensure the provision of monthly accurate and insightful reporting

Change Management

- Review and update documentation (including policies and procedures)
- Identify opportunities to improve and simplify processes, procedures and systems improvements
- Implement and manage agreed changes

Other Responsibilities

- Provide line management including training and development support to the Business Analyst; Research
- Provide cover for the Research & Fundraising team in Accounts as required
- Other duties as assigned

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.

Financial Management

- May oversee the co-ordination of financial planning and reporting, providing guidance as required to support colleagues to fulfil financial management responsibilities.

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.

People Management

- Please read the people management accountabilities section at the start of this Job Family document, and refer to the most appropriate level based on team size or level.

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.
- 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

- Bachelor's degree or equivalent experience.
- Professional qualification or equivalent experience.
- Excellent communication skills with the ability to engage a variety of audiences.
- Significant experience of software related to own area of specialism, with the ability to build basic models or tools.
- Sound working knowledge of policies, regulations and legislation in area of specialism.
- 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.
- Financial management experience and commercial acumen.

Staff	
Budgets	
Date Updated	