



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Contracts Assistant

Department/Division: International Growth Centre
Accountable to: IGC Contracts Manager

Job Summary

The International Growth Centre aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC directs a global network of world-leading researchers and in-country teams in Africa and South Asia and works closely with partner governments to generate high quality research and policy advice on key growth challenges. Based at the London School of Economics and Political Science (LSE) and in partnership with the University of Oxford, the IGC is funded by the UK Department for International Development (DFID).

The IGC Contracts Assistant will support the Contracts Manager, and other members of the finance and administrative teams in the smooth running of the procedural activities of the IGC with a focus on the contracting process for research projects.

Tasks will include:

- supporting the contracting process, particularly the project contracting process including drafting contracts using agreed templates and following agreed procedures for sending contracts
- supporting day-to-day issuing and tracking of project contracts including email and postal delivery
- participating in the provision and maintenance of accurate data records
- addressing routine general contractual queries raised by internal and external individuals
- providing administrative support to the contracts team including scanning and filing of documents
- liaising with the IGC finance team and the LSE finance division to create new vendor accounts for payment, following IGC and LSE procedures
- creating, closing and amending purchase orders for commissioned projects, using the APTOS financial management system

Excellent written and IT skills, as well as the ability to work accurately with great attention to detail, under time constraints, in support of the IGC mission, are essential. In particular, a strong knowledge and prior experience working with Excel in order to prepare data for presentation is required.



Duties and Responsibilities

- To support the contracting process for projects on the IGC Country Programme, which currently spans 15 countries
- To support the contracting process for commissioned projects for the IGC Research Programme which covers a number of key research areas in economic growth
- To support the project contracting process for new IGC initiatives
- Providing administrative support to the Contracts team including scanning and filing of documents
- To review and compile the supporting documents required to implement, and monitor the project contracting progress of IGC funded projects
- To draw up, seek approval for, issue and then track IGC contracts and service agreements, using agreed templates as required by the Contracts Manager and meeting agreed Service Level targets
- To prepare contracts for delivery electronically and using Courier services
- To develop and employ strong IT and clerical skills in the use of MS Office suite, and in particular in the use of Excel
- To provide and maintain accurate data records of the contracting process
- To analyse data using Excel tracking progress against agreed Service Levels and to present this data for circulation on a monthly, quarterly and annual basis
- To develop and employ a working knowledge of the LSE's accounting system (APTOS)
- To receive, request, check, and process financial details and invoices from individuals or institutions, to enable payments to be made
- To liaise with IGC Finance colleagues and the LSE Finance Division to set up new vendor accounts in APTOS
- To create and amend Purchase Orders on APTOS with the greatest degree of accuracy
- To report to IGC Contracts Manager and other senior management on assigned responsibilities
- To develop knowledge of LSE processes and build and maintain working relationships internally, particularly with the Finance Division, the Research Division, and the office of the LSE School Secretary
- To effectively respond to routine information requests and queries, providing efficient and accurate responses in line with expected standards of service.
- To maintain coherent, catalogued email, electronic and paper files pertaining to contracts
- To be able to solve problems as they arise, and to proactively ensure measures are put in place to prevent recurrences of such problems
- To independently prioritise and manage own work under competing deadlines.

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Equality and Diversity

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#)



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**Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.