



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: Institute Administrator (Finance and HR)

Department/Division: Grantham Research Institute Accountable to: Institute Manager

Job Summary

The Grantham Research Institute is based at the LSE and, with an annual income of over £2.5 million; it is home to approximately 50 members of staff and numerous research assistants, postgraduate students and visiting fellows. The Institute Administrator will be responsible for the provision of efficient, professional and proactive secretarial and administrative support with particular responsibility for the financial and human resource administration of the Institute. This role will oversee the financial records of the Institute, including developing, implementing and maintaining systems of financial control including the preparation of financial reports. They will also take responsibility for the management of the hourly paid contract process and oversee the administrative arrangements for recruitment campaigns. This post works closely with the other Institute Administrator who has responsibility for events. There is an expectation that each post holder supports and covers for each other.

Duties and Responsibilities

Working closely with the Institute's administrative team provide and maintain an excellent administrative service and working environment, to both internal and external colleagues, including the following:

- Be the first point of contact for the Institute, handling preliminary enquiries in person, on the telephone or through email and where appropriate responding on behalf of the Institute;
- Be the first point of contact for visitors to the Institute, providing and maintaining excellent levels of customer service;
- Maintain high levels of housekeeping, within the Institute, in terms of provision of catering facilities and office and IT equipment;
- Oversee the booking of and recording of staff travel arrangements for UK and overseas meetings, visits, conferences and presentations;
- Oversee the production of the Institute's staff handbook, updating it on a regular basis and imparting information to colleagues regarding its contents, including travel regulations, funding opportunities etc;
- Provide secretarial and administrative support to the Institute Directors and Manager including: diary management, ordering stationery, organising room bookings;
- Where necessary assist with the organisation of seminars, conferences, workshops and other events both at the LSE and elsewhere in the UK.
- Take responsibility for the maintenance and development of the office filing and record systems, including the maintenance of an extensive contacts database and a database of the Institute's activities.



In terms of financial provision the post holder will be expected to:

- Be proficient in the use of financial software provided by the LSE in order to develop and implement systems of financial control and analysis;
- Take responsibility for the Institute's financial record keeping and manage the day-to-day financial administration, including the production of relevant reports;
- Gain an understanding of the School's Financial Regulations and develop and maintain a purchasing and tendering system for the Institute that is in line with the School's procurement process;
- Advise members of the Institute regarding internal and external financial compliance and procedures and be the first point of contact regarding financial queries;
- The production of invoices and the processing of orders, invoices and expense claims, whilst ensuring that all monies due to the Institute are paid promptly;
- Preparing budgets, forecasts and financial reports, in liaison with the Institute Manager, and where appropriate monitoring research funds allocated to individual staff members;
- Maintaining records of all expenditure and reconciling these against the School's central records, and to track income and expenditure on an ongoing basis to facilitate the budget reconciliation process;
- Represent the Institute at relevant School wide briefings, such as the termly finance briefing;
- Develop and maintain links with relevant departments across the School, including the Financial and Research Divisions

In terms of HR Administration the post holder will be expected to:

- Be proficient in the use of the online recruitment system and to advise colleagues regarding the system and how it works;
- Oversee the organisation of hourly paid contracts including the creation of and processing of contracts, the processing of claim forms and maintenance of accurate records;
- Oversee the administrative aspects of recruitment campaigns for both staff and students, including the organisation of interviews, inviting candidates to interview, requesting references and the induction of new staff to the Institute;
- Provide excellent HR support to colleagues, such as the production of documentation relating to overseas visits or accommodation requirements;
- To have an understanding of relevant immigration regulations and to maintain accurate records according to LSE guidance.

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](#)



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

**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.