



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: Finance. Projects and Facilities Officer

Department/Division: Mathematics

Accountable to: Department Manager

Job Summary

To provide a comprehensive professional service to the staff and students of the Department of Mathematics. The postholder takes responsibility for preparing and processing expense claims and invoices for a number of Departmental budgets and ensuring accurate financial records are maintained and available. The postholder is first point of contact and responsible for monitoring, maintaining and developing departmental facilities for staff and students.

Duties and Responsibilities

Finance:

- Manage the payment of invoices and placing of orders as required from Departmental budgets.
- Maintain accurate, efficient financial records for areas of departmental funding as required by the Department Manager and Research Manager, processing claims in a timely manner and periodically reporting and advising on budget status (e.g. on student hospitality spending).
- Ensure accuracy of all payments made on the School financial system (currently OneFinance) for areas of responsibility of the role, taking responsibility for end of financial year checking required by the School. Prepare basic forecasting and budget recommendations for future years.
- Process all expenses claims and payment requests received via OneFinance for the Department including: staff and student research funds, teaching development fund grants, student prizes, reimbursements for academic events (seminars, conferences). Ensure accurate codes are used, that funds and Regulations allow all transactions made and the transaction is passed to the correct postholder for authorisation.
- Assist colleagues and act as expert user in using OneFinance.
- Create and submit any OneFinance journals required for corrections or amendments to transactions or internal budgets.
- Ensure all faculty are aware of, and reminded of, the financial regulations relating to their Staff Research Fund. Support Faculty in accessing their own budget and transactions reports. Manage end of year review of SRF expenditure. Advise colleagues if required on understanding financial regulation.
- Ensure all PhD students are aware of, and reminded of, the financial regulations and department spending rules relating to their Research Funds and provide budget summaries at agreed points in the year, or as requested.



- Maintain and report on the Department's gift register.

Projects:

- Manage provision of funding to students for taking subsidised Language Centre Courses including monitoring spend and ensuring equity of opportunity to all students.
- Support the MSc Programme Manager with the MSc admissions process, including receiving, logging information from and tracking applications, liaising with Graduate Admissions Central Selectors as necessary.
- Act as Departmental liaison for any Green Impact initiatives within the Department and the School.
- Be proactive in recognising and suggesting other small project School initiatives which could be supported in the Department.

Facilities:

- Undertake office management tasks for the Department's staff and students (e.g. ordering stationery, kitchen supplies, signage, post deliveries) to ensure the smooth running of the Department. Proactively monitor processes and make suggestions for improvements.
- Manage the Department's allocation and renewal of keys and ID cards for all staff (including visitors and PhD students), maintaining accurate records at all times. Manage allocation and return of other keys (lockers, all computers).
- Regularly monitor and maintain the IT and printing facilities in staff offices, shared staff and student areas, the class teachers' rooms and the Visitors' rooms and be proactive in suggesting improvements.
- Monitor and maintain the staff and PhD student PC replacement cycle records and budget including accurate records of new orders. Liaise with DTS to obtain specifications for any new IT purchases.
- Proactively ensure the annual DTS teaching software requirements return is fully completed for all courses.
- Act as expert user for any department surveys requiring use of Qualtrics or similar survey creation tools.
- Monitor and maintain departmental office and shared area facilities, being the first point of contact for all staff or student requests relating to Estates, particularly for new starters and during annual summer reconfiguration of spaces/office moves. Assist with the annual departmental space TRAC return.
- Be departmental compliance/Health and Safety officer. This will include:
 - acting as a trained fire warden including submission of fire-related checklists;
 - proactively ensuring that all required training of other departmental fire wardens is up to date;
 - acting as first aid contact (undertaking training as required);
 - ensuring School policies and procedures are shared with colleagues;
 - proactively take responsibility for any Health and Safety related assessments or modifications required by individuals or by the Department.

General

- Be the named person managing the departmental shared enquiries email inbox in all absences of the primary inbox manager, responding or redirecting all enquiries promptly and accurately.
- Understand and abide by, and act as expert user/adviser on, the School's Regulations and legislation regarding data protection, financial regulations, freedom of information and recorded student information.



- Contribute actively to the work of the professional services team and the Department.
- Be flexible in providing assistance at times of heavy workloads for PSS colleagues, and be willing to develop skills and programme knowledge to offer cover for other members of the Department's administrative team on an *ad hoc* basis (e.g. during periods of annual leave).
- Organise and take responsibility for own workload with minimum supervision and take responsibility for advising academic and professional services colleagues of upcoming deadlines in areas related to the role and ensuring these are met.
- Consider, based upon own experience, potential areas of development for finance, projects and facilities in the department and methods of implementation.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

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.