



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Finance & HR Coordinator

Department/Division: Centre for Economic Performance (CEP)
Accountable to: Centre Manager

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree standard or higher, or equivalent through experience	E
	Experience of working with great accuracy and attention to detail on financial documentation and data, including budget formulation, reporting and control	E
	Excellent IT skills and familiarity with the Microsoft suite, particularly excel and access	E
	High level of numeracy skills and excellent written skills	E
	Experience of dealing with personal information in a confidential and diplomatic manner	D
	Experience of administration within the HE Sector, or within a research environment dealing with pre and post award of research grants.	D
Communication	Experience in communicating clearly and confidently, both face to face and in writing, with academic, student and administrative colleagues within LSE and externally.	E
	Ability to convey complex information and advice in accessible and clearly written guidelines interpreting Centre, HR, Finance and Sponsor rules, to a wide range of internal and external colleagues.	E
	Proven ability to produce financial and management reports and present statistical information in an accurate and clear format.	E
Planning and Organising	Evidence of effective planning and ability to manage a demanding and varied workload to achieve objectives,	E



	<p>particularly financial obligations. without loss of attention to detail and accuracy</p> <p>Experience of long-term budgetary planning and the proven ability to anticipate, plan for, and meet future deadlines.</p> <p>Proven ability to work under pressure and find appropriate solutions to Issues that may arise, including progress chasing.</p>	<p>D</p> <p>E</p>
Teamwork and Motivation	<p>Experience of having participated in, and contributed actively, to a team.</p> <p>Evidence proven ability to be pro-active in tasks and work independently without direct supervision.</p> <p>Ability to forge effective working relationships with colleagues in the LSE administration – HR, Research Division, Finance, LSE Consulting, and to work in co-operation with other staff in the CEP</p> <p>Ability to motivate, encourage and delegate to staff effectively towards goals and objectives.</p>	<p>E</p> <p>D</p> <p>E</p> <p>D</p>
Service Delivery	<p>Ability to provide a prompt, efficient and high level of service to all those who use the Centre's financial and HR services, and to contribute positively to the Centre's reputation in the School and externally</p> <p>Ability to work in the context of fixed deadlines for delivery and on several Centre project grants at any one time, delivering service in the face of competing priorities and deadlines.</p> <p>Ability to follow Centre and School procedures effectively and work with colleagues to support the continuous improvement of administrative processes.</p> <p>Ability to identify and minimise potential areas of risk in relation to project management, especially with regard to HR and finance issues</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Liaison and Networking	<p>Ability to develop effective relationships with academics, professional services staff, researchers based at the Centre, and with colleagues across the School, particularly in associated academic departments, Research Division, HR Dept, and Finance.</p> <p>Experience of using persuasion and diplomatic skills to ensure smooth flow of information from colleagues at the Centre across the school and external partners and suppliers</p>	<p>E</p> <p>E</p>



Initiative and Problem Solving	Ability to use initiative and judgement to solve day-to-day problems independently.	E
	Ability to exercise initiative when handling problems or queries, and knowing when to refer them to another colleague.	E
	Proven ability to advise others on their options and present a balanced analysis of the options available	E
	Ability to identify and develop improvements to office systems	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.