



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 & HR Coordinator

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

Job Summary

Working closely with the Centre Manager, the postholder is responsible for the financial and personnel administration of the Centre, and other associated research centres. They will also manage multiple small research grants.

Finance: They will oversee up to 35 Centre budgets from which they authorise all expenditure claims, invoices and staff appointments. They produce management information to allow principal investigators, the Centre Manager and themselves to forward plan expenditure and to support reports to research sponsors. They are the main liaison with LSE Research and Innovation, LSE Consulting, Finance Office, Centre researchers, academics and outside suppliers.

HR: They manage the Centre's recruitment and appointment of staff in close liaison with LSE HR, including salaried staff and hourly paid researchers. The Centre currently employs 90 people.

For both roles they are responsible for maintenance of all paper and electronic records and databases, and providing finance and HR guidance.

Supervisory: They line manage a part-time administrative assistant, dealing with publication and subscription sales and invoices; entering and checking staff and visitor expenses; recording expenditure on an internal system.

Duties and Responsibilities

Finance:

- Monitoring costs centrewide and preparing management information for purposes of financial control and Centre planning; as well as for reporting to sponsors, Research Division and Finance Division.
- Maintaining and improving local systems, including databases and spreadsheets, to support the financial administration of the Centre, working closely with the Centre Manager.
- Maintaining electronic and paper records of all financial transactions and to monitor and reconcile internal records against LSE One Finance system and deal with all discrepancies.
- Supervising and arranging reimbursement, recording and reporting of all expenses and invoices having determined which budgets to pay them from and ensuring all authorisations in place.
- Ensuring that proper recording and monitoring procedures are in place to manage small grant budgets post-award, so they are not overspent and underspent within the grant periods, advising on the rules for virement of expenditure. The management of some research investigators'



budgets is delegated to this role.

- Preparing written justifications for requests for expenditure when required by LSE Procurement; LSE Research Division and funders.
- Communicating in writing and in person with research and academic staff regarding expenditure procedures and budgets; applying financial, Centre and sponsor regulations as appropriate.
- Progress chasing with LSE divisions on contracts, approvals, financial statements.
- Communicating with external suppliers as necessary regarding orders, discrepancies, disputes, progress chasing; carrying out regular value for money exercises tendering for centre supplies and services.
- Ensuring all necessary supporting financial documentation for research grants is up to date, including timesheets. Progress chasing investigators and researchers for the relevant information.
- Developing small research grant budgets, costing projects for pre-award, and advising on new research applications.

Personnel

- Managing the Centre's recruitment process: drawing up HERA person specifications and job descriptions; drafting advertisements; setting up and briefing interview panels; reviewing shortlisting grids, reviewing and preparing contract documentation and any business cases, if required.
- Monitoring and planning financial resources for staff budgets to ensure all budget checks and Centre and LSE authorisations are in place.
- Adhering to HR regulations in the management of staff at the Centre. Explaining their implications to interview panels, line managers, research staff and applicants. Liaison with HR Visas, when needed. Keeping up to date with LSE HR regulations.
- Responding to staff queries and requests on HR related matters, or referring on to correct department
- Reviewing staff contracts: timetabling contract extensions, terminations and advising senior staff of procedures required, for example for probation periods, promotion, redundancy procedures.
- Managing contracts for hourly paid researchers, summer interns, following Centre rules. Supervising the processing monthly timesheets.
- Managing overseas contracts.

Other

- Management of staff responsible for sale of Centre reports, *CentrePiece*, and subscriptions, invoices, renewal reminders, recording of financial transactions on database; expenses support.
- Carrying out surveys of Centre requirements for publications and data
- Ad hoc projects as from time to time delegated by Centre Manager

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.



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**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.