



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: MSc Finance Programme Manager

Department: Finance

Accountable to: Department Manager

Job Summary

The MSc Finance full time and MSc Finance & Private Equity programmes are super-premium fee level programmes, and as such require highly developed support services.

The post holder will work in a semi-autonomous fashion and be responsible for operational management, programme delivery, admissions, and selection. They will be responsible for the delivery of a very high level of customer service and professional support to both students and faculty and will be expected to contribute towards the ongoing development of these services and processes.

The post holder will support development and delivery of the provision and range of additional, extra-curricular activities and events for the MSc Finance programme to meet the high expectations of these super-premium fee programmes.

Main Duties and Responsibilities

Programme Management

- To manage all aspects of programme delivery for the MSc Finance.
- To work with the Programme Director, Associate Programme Director and other colleagues to plan the organisation and support structures of the MSc Finance programme.
- To take responsibility for the administration of the MSc Finance programme including student registration, course choice, structured projects & dissertations, examinations, steering committees and staff student committees.
- To provide high-level support to students on the MSc Finance programme, and take the initiative in dealing with student-related issues.
- To provide a professional support service to the Programme Directors and work closely with them on managing admissions.
- To be an MSc admissions selector reviewing all applications (over 2,000) to the MSc Finance (Full-time) making autonomous rejection decisions and offer recommendations.
- Deal with enquiries about the programme, advising students through their programme journey and positively influencing students' views regarding the degree and the School.
- To manage the delivery and development of the pre-sessional courses and an extensive orientation programme for the MSc Finance programme.
- To manage academic assessment procedures including in-class assignments and exam boards, in line with School policy and regulations, and producing analytical and summary reports on examinations marks for Head of Department and Exam Board Chairs, identifying issues and trends.



- To manage complex programme issues and implement feedback processes relating to summative assessment, to ensure well organised timelines.
- To organise the structured project allocation process, keeping accurate records and monitor submissions.
- To facilitate recruitment and line manage those providing administrative support for the Department.
- To manage and oversee room bookings and timetables for MSc Finance programmes and wider Department courses.
- To work closely with Associate Programme Director, to plan, organise and deliver a full year of exciting events, including highlight experiences such as an annual Graduation Ball and overseas Graduation Trip.

Alumni and Careers Development

- To build good working relationships with students on the programme and help foster a strong alumni network.
- To contribute to and facilitate the provision of extra-curricular activities and careers support for MSc Finance programme in liaison with academics, senior colleagues and external providers.
- To actively participate in and contribute to the development of alumni community including networking events, such as termly Alumni breakfasts, City Networking events, Alumni Conference, Graduate Weekend and Alumni Panel events.
- To develop productive working relations with relevant units within the LSE, including Careers and Timetables.
- To lead on the collation of graduate employment data and production of annual employment report.

Programme Development

- To contribute to the development of the MSc Finance programmes, anticipating needs and providing innovative and carefully considered options to management and operational issues.
- To manage the complexities of the relationship between the full-time and Executive MSc Finance programme streams, using initiative to resolve issues and problems, working with the Executive Programme Manager.
- To ensure the department delivers a highly professional service to taught students at all times and to proactively take steps to ensure improvement of the department's service provision as appropriate.
- To develop and maintain an in depth understanding of relevant LSE systems and how they relate to internal department processes and systems.
- To contribute to the development of marketing strategies in conjunction with Admissions Team, Programme Directors and senior colleagues.
- To oversee the development, production, management and editing of all programme related publications and marketing materials, including the website, programme literature, student handbooks.

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.
- Some evening and weekend work will be required during the weeks when orientation and teaching takes place.
- To deliver services effectively, a degree of flexibility if needed, and the post holder may be required to perform work not specifically referred to above.

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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.

Free Speech

[The Code of Practice on Free Speech](#) outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.