



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: IGC Payments Assistant

Department/Division: International Growth Centre
Accountable to: Head of IGC Financial Management

Job Summary

The International Growth Centre aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC directs a global network of world-leading researchers and in-country teams in Africa and South Asia. The IGC works closely with partner governments to generate high quality research and policy advice on key growth challenges, focusing on four themes: state effectiveness, firms, cities and energy.

IGC's current partner countries include Bangladesh, Ethiopia, Ghana, India, Kenya, Mozambique, Myanmar, Pakistan, Rwanda, Sierra Leone, and Uganda. We also have flexible engagements in more fragile states, including Liberia, South Sudan and Yemen. Based at the London School of Economics and Political Science (LSE) and in partnership with the University of Oxford, the IGC is funded primarily by the UK Foreign, Commonwealth & Development Office (FCDO), with support from various other donors including the Rockefeller Foundation and Bill & Melinda Gates Foundation.

This **part-time** Payments Assistant role is **based on 17.5 hours/week and** responsible for carrying out the following actions:

1. Dealing with payment queries submitted to the IGC, liaising with central LSE Finance and IGC colleagues to ensure payment delays are minimised and issues are resolved in a timely fashion.
2. Assisting in processing fee claims and milestone instalments via a bulk upload process. This will also involve generating financial records in the IGC's internal system for services agreement invoices to be included in the invoice bulk upload.
3. Assisting in quality checking expense claims submitted by external claimants, ensuring the costs adhere to LSE and donor financial regulations and are accompanied by valid receipts.
4. Assisting in the payment and reconciliation of advance accounts to country offices and staff. This will incorporate conversations with country teams and our administrative partners to clear outstanding balances.
5. Assisting in processing country payroll and associated tax payments, liaising with external consultants and accounting for financial regulations within individual registered countries.



Duties and Responsibilities

- Respond to specific payment queries raised by both external stakeholders and IGC colleagues and take necessary action to address them, knowing when to refer to senior colleagues
- Solve financial problems as they arise, e.g. inaccuracies in accounts or contracts, working with colleagues to proactively ensure measures are put in place to prevent recurrences of such problems
- Ensure that invoice and expense claims are coded accurately against correct budget lines
- Use the School's financial software and SPEAR (IGC's internal programme management system) to process fee claims and milestone payments
- Process and monitor expense claims for all external IGC contributors, ensuring these are in line with policy prior to payment authorisation
- Follow up with fee or expense claimants where inaccurate or incomplete paperwork has been submitted
- Reconcile staff and institutional advances with payments and ensure that refunds are made in timely fashion
- Employ strong IT and clerical skills in the use of MS Office suite, and in particular in the use of Excel, to an advanced level
- Become knowledgeable of and adhere to all relevant IGC and LSE financial and procedural requirements
- Carry out all duties with diligence, accuracy and appropriate levels of confidentiality
- Ensure that financial files are kept up to date and sensitive records are correctly maintained in an electronic document management system
- Understand the common goals of the IGC Finance team and to bear joint responsibility for ensuring all financial and procedural activities run smoothly
- Develop knowledge of LSE processes and build and maintain working relationships and share best practice internally with administrative colleagues across the School
- Participate in networks internally (particularly with IGC colleagues, the Finance Division and across the School)
- Participate in networks externally – enabling and maintaining good relations to ensure that a positive impression of the IGC and the School is maintained

**Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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.