



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 Finance Manager

Department/Division: International Growth Centre
Accountable to: IGC Head of Finance and Operations

Job Summary

The International Growth Centre (IGC) works with policymakers in developing countries to promote inclusive and sustainable growth through pathbreaking research. We are a global research centre with a network of world-leading researchers and in-country teams and initiatives working across Africa, South Asia, and the Middle East. Based at LSE and in partnership with the University of Oxford, we are majority funded by the UK Foreign, Commonwealth and Development Office (FCDO). We work to improve the productivity of people and firms as the key driver of sustainable economic development.

The Finance Manager is responsible for supporting the effective management of finance and operational services across the IGC. The role leads on management reporting, financial monitoring, operational oversight and service delivery across the Finance and Operations team. The role supports the Head of Finance and Operations in maintaining effective financial controls, delivering management information, driving continuous improvement and ensuring that finance services are delivered efficiently and in accordance with donor and institutional requirements.



Duties and Responsibilities

Financial Reporting and Analysis

- Lead the preparation of regular financial and management reports for SMT, governance groups, funders and other stakeholders.
- Design, develop and maintain automated reports, dashboards and management information to support organisational decision-making and performance monitoring.
- Produce monthly financial reports, donor financial statements, invoices and other funding reports across the IGC portfolio.
- Gather, analyse and interpret financial and operational data, presenting findings, trends and recommendations to support management decision-making.
- Maintain oversight of accruals, deferred income and other key financial balances, investigating and resolving anomalies where required.
- Monitor project expenditure and cash spend against approved budgets and forecasts, highlighting significant variances.

Financial Monitoring and Forecast Support

- Support the Head of Finance & Operations in the annual budgeting and forecasting process.
- Review automated project forecasts on a regular basis, validating assumptions, investigating anomalies and making adjustments where necessary.
- Maintain staffing and operational budget information across multiple grants and funding arrangements.
- Prepare financial analysis to support budget revisions, scenario modelling and management decision-making.

Systems, Data and Information Management

- Maintain a detailed understanding of financial and operational systems used by the IGC, including SPEAR and OneFinance.
- Ensure financial records, reports and supporting documentation are accurately maintained within organisational systems.
- Monitor data quality across financial and operational systems, identifying discrepancies and working with colleagues to resolve them.
- Act as the primary Finance & Operations contact for finance-related system issues, working closely with systems colleagues to support system enhancements and process improvements.
- Support testing, implementation and rollout of system developments affecting Finance & Operations.



Stakeholder Management

- Develop and maintain effective working relationships with key stakeholders across the IGC, country teams and central LSE service areas.
- Act as the first point of contact for complex financial reporting queries.
- Work collaboratively with colleagues across Finance, Procurement, HR, Research and Innovation and other professional services to resolve issues and improve processes.
- Build effective relationships with country teams and support consistent implementation of financial and operational processes.
- Use analytical skills and technical expertise to resolve operational issues and identify opportunities for continuous improvement.

Day-to-day Team Support

- Provide day-to-day supervision, support and guidance to a team of Finance & Operations Officers, ensuring the effective delivery of finance services across the Finance & Operations function.
- Assist the Head of Finance & Operations with onboarding, training and coordination of Finance & Operations team activities as required.

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 international travel is required.

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.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and inclusive university. All staff are expected to contribute to a working, teaching and research environment in which people are treated with dignity and respect, and to comply with LSE's duties to prevent unlawful discrimination, harassment and victimisation on the grounds protected by the Equality Act 2010. LSE is also committed to advancing equality of opportunity in relation to social and economic background. These expectations do not require staff or applicants to endorse any particular political, philosophical or contested viewpoint, and are subject to LSE's statutory duties and commitment to protect freedom of speech and academic



freedom within the law, which includes the right of academic staff to question and test received wisdom, and to put forward unpopular or controversial opinions.

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.