



JOB DESCRIPTION
Funding Manager, Lancaster Medical School
Vacancy Ref: 0425-24-R

Job Title: Funding Manager	Present Grade: Grade 7
Department/College: Lancaster Medical School	
Directly responsible to: School Manager	
Supervisory responsibility for: Support Staff	
<p>Internal: Faculty of Health and Medicine staff including Finance Partner, Staff in central University offices, including, but not limited to, Finance and other Lancaster University staff involved in placements and partnership funding.</p> <p>External: External organisations and placement partners including NHS England – Workforce, Training and Education (NHSE-WTE) - both local and national teams, Department of Health and Social Care (DHSC), other Higher Education Institutions (HEIs), NHS Trusts, GP Practices, hospices and Private and Voluntary Organisations (PIVOs).</p>	
<p>Main Duties: The Funding Manager will provide a high level of financial administrative support to the Head of School, relevant Directors and School Manager relating to the financial planning, forecasting, budget management (in conjunction with the central finance partner team) and allocation (both internally and externally) of tariff and non-tariff funded income to support medical and clinical training.</p> <ol style="list-style-type: none">1. Establish, develop and maintain collaborative working practices with NHS England – Workforce, Training and Education (NHSE-WTE) as funding partners.2. Initiate and manage successful working partnerships with a wide range of external organisations including NHS Trusts, GP practices, hospices, PIVOs and other HEIs.3. Represent Lancaster Medical School (LMS) (in conjunction with the central finance partner team as appropriate) at regular finance and funding meetings with NHSE -WTE, locally and nationally, at operational level.4. Represent LMS at funding partner engagement events.5. Lead and manage the regular collation, validation and reporting of medical and clinical student activity data for the MBChB and other clinical trainees via the NHSE-WTE reporting platform on behalf of LMS and partner organisations to enable the timely and accurate allocation of tariff and non-tariff funding.6. Provide expert advice and guidance regarding NHSE-WTE's education tariff funding processes to department, faculty and central university colleagues.7. Responsibility for ensuring relevant curriculum and/or placement partner activity changes, which impact on tariff funding, are reflected in the NHSE-WTE returns.8. Develop and manage systems for the financial administration management of medical school tariff and non-tariff income working with the central finance partner team.9. Manage complex NHSE-WTE methodology to calculate and forecast medical school tariff income for Departmental, Faculty and central finance teams.10. Ongoing management of GP, hospice and PIVO tariff funding calculations and payments using NHSE-WTE guidance, monitoring any changes in placement activity.11. Annual drafting of placement activity contracts with providers based on expected clinical activity for the academic year.12. Ensure LMS is fully compliant with the NHSE-WTE National Education Contract, Tripartite Agreement and Education and Training Tariff guidance documentation.13. Monitor NHSE-WTE quality framework guidance to ensure compliance both internally and externally.14. Provide ad hoc presentations of budget (in conjunction with the central finance partner team) and/or process to LMS and Faculty staff.15. Any other duties consistent with the nature and grading of the role as agreed.	