

Institution Name	Brigham and Women's Hospital
Job Title	FINANCE MANAGER / 40 HOUR / DAY / BWH DIV. OF MEDICINE-INFECTIOUS DISEASE
Job Description	<p>The Department of Medicine's Division of Infectious Disease is engaged in the management of an international, multicenter clinical trials network to advance therapeutics in HIV/AIDS, tuberculosis and viral hepatitis. This operation requires coordination of a research and clinical trials infrastructure that includes the fields of virology, immunology, pharmacology, mycobacteriology, specimen banking, clinical trials design, clinical trials data management, and new drug and laboratory testing regulatory affairs. The core research activities of this group involve international multi-institutional clinical trials in collaboration with the AIDS Clinical Trials Group (ACTG), a cooperative group funded by the National Institute of Allergy and Infectious Diseases (NIAID)-funded and other collaborating NIH Institutes and Centers, as well as interactions with industry partners that provide support for some of this work! .</p> <p>Under the direction of the Administrative Director, the finance manager provides analytical and information systems support required for strategic decision making pertaining to the research activities within the ACTG Ops Center, beginning with pre-award grant preparation through post-award grant management. Duties include, preparing grant applications, monitoring research income and expenditures, and charging appropriate sources for site expenditures. The finance manager will have direct oversight of the financial analyst and finance coordinator.</p> <p>PRINCIPAL DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Provides analytical and information systems support required for strategic decision making pertaining to the research activities within the ACTG Ops Center, beginning with pre-award grant preparation through post-award grant management. • Contributes to budget formulation by collecting and compiling budgets of consortium partners and vendors. May be required to negotiate with consortium partners or vendors to obtain costs that are within program limits/parameters. • Works collaboratively with other ACTG staff and researchers to develop and validate specific cost elements (such as research study costs) in order to develop composite budgets. • Prepares and maintains protocol-specific laboratory, site and comprehensive budgets for use by program and Network leadership. • Provides insight and guidance into actionable analytic findings through clear, succinct written and oral summaries, tables, charts, reports or presentations by defining and communicating complex issues and developing processes and timetables for decisions • Responsible for managing the preparation of monthly, quarterly and annual reports to all stakeholders. This will include: Dash boards, metrics, analysis, monthly financial reports • Using Insight, Document Direct, and other financial systems; reviews monthly financial reports to verify accuracy. Works with the Grants Administrator to assist in correcting any errors if necessary, ensuring timely and accurate invoicing in compliance with sponsor and hospital policies. • Develops budget forecasts/projections based on current and historical expenditure rates and on terms of applicable subcontracts. Participates in any re-budgeting and budget allocation analyses.

	<ul style="list-style-type: none"> • Approve purchase orders and check requests in accordance with hospital and sponsor policies, including travel reimbursements for research personnel. • Assists in the development of workflow projects and written documentation of processes within the ACTG Ops Center for use as a reference guide and potential training guide for new employees. • Assists in delivering process improvements in workflow internal and external to the ACTG Ops Center. • All other duties, as assigned.
Qualifications	<p>BA required, MBA or equivalent preferred.</p> <ul style="list-style-type: none"> • Minimum of 3-5 years of progressively more responsible experience in a research related field. Prior supervisory experience preferred. Prior experience with financial management and data collection systems required. <p>SKILLS/ ABILITIES/ COMPETENCIES REQUIRED</p> <ul style="list-style-type: none"> • Must be able to make independent effective decisions in appropriate situations. • Excellent judgment and ability to interpret information and protocol requirements. • Strong interpersonal and leadership skills and the ability to supervise others effectively. • Strong organizational skills to formulate and complete vigorous timetables and meet the complex financial restrictions of the contracts. • Knowledge of NIH contract procedures and funding policies. • Demonstrated ability to manage budgets and perform complex financial analysis. • Must be a motivated self-starter with an extreme attention to detail and data accuracy. • The successful candidate will be willing and able to take initiative in all areas with little or no direction <p>**Please submit resume online at http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&&jobId=2222802 **</p> <p>(no emails please) An EEO, AA, VEVRAA Employer</p>
Website for applications to be submitted	http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&&jobId=2222802
Job or Requisition No. (Optional)	2222802