

Role profile

Role title	Financial Accountant
Department and directorate	Finance and Corporate Services
Grade	Grade 5 (Part time, up to 0.8 FTE)
Reports to (job title)	Group Financial Controller
Direct reports (job titles)	N/A

Job Overview– purpose of the role

Describe as concisely as possible the overall purpose of the job and what success looks like. Please limit this to a maximum of four or five sentences

The Financial Accountant will be responsible (alongside the Group Financial Controller) for producing the group statutory accounts, will provide accounting, compliance and technical advice, leads on the review, and continuous improvement, of financial policies and works with the team to support process mapping, identifying improvements. It is a varied role that will overlap with the whole finance function and include other general accounting work.

The Financial Accountant will also be responsible for group consolidation throughout the year and offer technical advice when necessary.

Duties and Responsibilities

What are the core duties/responsibilities required to be performed in the role. (e.g., to provide a full range of administrative support services to the department including x,y,z)

Please provide a bullet point list

- Monthly reconciliation and group consolidation work
- Supporting a robust financial control environment, including fraud and risk mitigation, taking proactive action to maintain effective controls and addressing Internal Audit findings.
- Supporting the development, maintenance and promotion of effective financial policies
- Support less experienced members of the team
- Support the production of the group year-end statutory accounts liaising with external auditors
- Understanding future and propose FRS102 changes and interpreting and articulating the impact on organisation and group.

Skill (level and breadth of application)

What relevant experience is necessary to undertake this role? What specialist, technical or professional qualifications are required to be able to perform the job?

How far does the role extend out across the organisation, eg confined to own team, involves co-ordination with another department or requires regular negotiation with many other parts of the organisation. Why is this necessary? Describe the range of issues that are involved in this, eg resolving people's IT problems, collecting information on key research items or advising members on a particular issue.

- Qualified accountant with audit experience (e.g. CIMA, ACCA, etc)
- Good understanding of both financial and management accounting
- Working knowledge of Financial Reporting Standards (FRS102)
- Good communication skills and the ability to translate financial system requirements into workable solutions
- Advanced Excel with the ability to use functions such as vlookup, pivot tables etc.
- Ability to work well under pressure and to agreed deadlines, flexible approach around key annual accounting
- Use of initiative and pro-active attitude to provide information that add value and simplifies process where possible
- An eye for detail and ability to work a consistently high level of accuracy

Intellectual demands (complexity and challenge)

What sorts of problems, situations or issues are typically dealt with? Give any illustrative examples. How are the problems, situations or issues dealt with (eg undertaking original research and analysis or seeking specialist advice)?

To what extent are standard procedures and processes followed when undertaking typical tasks, and how is personal initiative used when solving problems? To what extent is creativity used in solving the problems (eg adopting different approaches, trying things that have not been done before within the organisation or improving/changing previous approaches).

- Working with directors and senior managers – providing both commercial and financial advice
- Needs to be able to work on own initiative, solve process issues and be able to articulate the issues to non-finance staff
- Cyclical work such as monthly accounts production and control account reconciliations to be done under own initiative to required deadlines, requiring sensible prioritisation
- Be able to solve problems and articulate issues relating to financial systems, seeking help and advice when required

Judgement (independence and level and impact limitations)

What are the typical decisions that are made in the job without reference to any higher authority? What informs/constrains the decisions (eg expenditure limits, have to follow clearly laid down procedures or working within broad objectives). What influence upon policy, procedures or resources is there (eg giving advice to others)?

Who (or what) is next to be affected by the decisions that are made – for example, supervisor sees them before they leave the team or the whole department sees and has to respond to the change that is made. Give typical example(s) of the consequences of the decisions (eg what impact does the decision-making have on the performance of the team/section/department/organisation)?

- The post holder works closely with the Group Financial Controller and Finance Director seeking help and guidance when necessary
- Needs to be able to prioritise their own work to ensure deadlines are met and that a high degree of accuracy is maintained.

Use of resources (supervision of resources and influence)

What responsibility is there for managing people, equipment, budgets, resources, customer's welfare or confidential information? If this is a staff management role describe what is involved, eg staff reporting, staff development, appraisal, leading a department or the allocation of work.

How does the role fit within the organisation, eg support role, team member, team leader, specialist policy adviser, or leading major areas of core business?

- There is no staff or budgetary responsibility.
- The postholder will have access to a range of confidential information including future business plans and payroll data
- Financial training and guidance to non-finance managers
- Training & guidance to users of the finance systems

Communication (level, internal and external demands and significance)

*What people are typically contacted (regardless of the medium) **inside** the Association, eg immediate colleagues, senior managers or administrators? Committee members are the only members classed as internal communication. Normal non-committee membership and doctors are external (see below)*

*Who is in regularly contact with the role holder **outside** of the Association, eg members who are not committee members, suppliers, members of the public? Approximately what percentage of the time is spent on external communications?*

What is the purpose of these contacts, eg conveying information, gathering data?

- The role requires constant contact with members of the BMA Finance team and other group companies
- The role involves regular contact with both internal and external auditors

Physical demands & coordination (physical effort and mental strain)

Are there any unusual physical or mental demands of the role; for example, lifting heavy objects, standing for long periods, using VDUs extensively or high levels of concentration?

- Normal co-ordination or physical demands associated with an office environment, limited requirement to engage in lifting/carrying/other exertion.

Working conditions and emotional demands)

What are the environmental conditions in which the work is conducted, the social and emotional demands faced by the role and the pressures resulting from these?

- The job is conducted in a normal office environment and is not exposed to hazardous conditions or anti-social behaviour. The role contains minimal personal risk.
- There will be certain times of the year when the demands of the role require some work to be undertaken beyond normal working hours.

Values and behaviours

The post-holder is expected to execute their role in line with our five organisational values.

The following examples illustrate how we are using our values to inform how we act:

We are **leaders** because:

- We strive to always improve
- We take responsibility for our actions
- We collaborate with each other and work as one BMA for the good of our members
- We are proactive and prepared to guide our members and each other

We are **experts** because:

- We understand our members
- We draw on our collective experience and knowledge to solve problems
- We use our insights and research to make decisions
- We provide accurate, credible, relevant and engaging information
- We recognise our strengths and act upon them

We are **committed** because:

- We listen to our members and put them at the heart of everything we do
- We are respectful, inclusive, open and honest with our members and each other
- We approach everything we do with confidence and sensitivity

We are **reliable** because:

- We deliver on what we say we will do
- We are accessible and approachable
- We build trust by being consistent and supportive
- We are positive and decisive whatever the situation

We are **challenging** because:

- We fight, ethically and fearlessly, for the interests of all our members
- We work as a brave, assertive and effective champion for high quality health services and the advancement of the profession

Sign-off

Manager:

Date:

Role holder:

Date: