

The Role

Job Overview

- 0 Provide **financial leadership and expertise** across the association and wider group, work with the BMA Board and Senior Leadership Team (SLT) through business partnering to deliver the 5-year financial strategy within the context of the overall BMA strategy to support the delivery of the BMA's mission of: "We look after doctors so they can look after you".
- 0 As a member of SLT (and **deputising for the Group CFO**), work closely with the Group CFO/CoCEO to provide **advice and guidance** on delivery of the BMA Group budget and BMA Group 3 year plan including the financial recovery plan.
- 0 Develop and control the association's **annual budget and long-term plan** to ensure that all financial targets are met and financial and statutory regulations complied with.
- 0 As a key contributor at SLT provide **vision, leadership, coaching and mentoring to the finance team** to ensure that they are appropriately motivated and equipped to carry out their responsibilities to the required standard. In particular the provision of advice and guidance to the BMA's managers and staff to enable them to achieve their objectives.
- 0 Provide **insightful financial reporting** to drive effective and efficient services and products for members including effective presentation of messaging to **internal and external stakeholders (members and staff)** across the association and group, across a wide variety of media (i.e. published documents, papers, attendance at Board, Finance Committee, Audit Committee & Remuneration Committee meetings)
- 0 Develop and control systems for **forecasting** of results, commercial opportunities and cash flow
- 0 **Oversee the preparation** of the company's financial and management **accounts** to ensure that these are presented accurately and on time.
- 0 Develop and maintain all necessary systems, policies and procedures to ensure **effective and efficient financial management** within the association and the wider group.
- 0 Ensure **compliance with company law, tax, VAT rules** and all relevant financial legal and financial obligations, working closely with both external and internal auditors.
- 0 Monitor **external contracts and services** provided by suppliers to ensure that these are operating effectively and provide the best **value to association**, with specific responsibility for arranging insurance cover for the group.
- 0 Develop and implement the **internal audit programme and external audit of financial statements** to ensure that the company complies with financial procedures and regulations.

- ① Develop, lead and implement new opportunities for **income generation** for the association.
- ① Support **development of commercial skills and business acumen** among BMA Leadership and management colleagues

Duties & Responsibilities

Directing **financial planning and strategy**.

- ① Analysing and **reporting on financial performance**.
- ① Overseeing **audit, payroll and tax** functions group wide.
- ① Developing and implementing **accounting policies**.
- ① Preparing **forecasts and comprehensive budgets and financial plans**.
- ① Presenting forecasts, budgets and plans at **key governance meetings** (audit committee, Remuneration committee, Group Finance Executive meetings, Board and other relevant formal meetings).
- ① **Training team staff** and developing & enhancing the **business partnering** model.
- ① Developing financial understanding, acumen and skills required to deliver budgets and recovery plan across the wider association.
- ① **Reviewing departmental budgets**.
- ① Assessing, managing, and minimising **risk**.
- ① Analysing **complex financial data** and leading on **commercial opportunities**.
- ① Managing internal controls.
- ① Financial lead on all **pay negotiations** with regular attendances at JNC and meetings with staff union, working closely with Director of HR.
- ① Financial lead on key **financial recovery programme workstreams** including **honoraria and estates** including presenting recommendations of new approaches and implementing relevant financial systems required.
- ① Lead negotiations with **insurance** brokers and **ensure value for money for the Group**.
- ① Work closely with Group CFO to provide oversight over **BMA Investments and BMA Staff Pension Scheme**.
- ① Work with **Treasurer and Director of HR** to ensure that all elected member office holders have properly financed arrangements with their respective Trusts etc and **that honoraria arrangements** are being administered appropriately.
- ① Custodian of **honoraria, and expense policies** for presentation and regular review at relevant committee.
- ① Work closely with the **BMJ** to deliver group financial objectives.

Intellectual Demands

- ① To lead an effective directorate delivering:
 - ① 5 Year financial strategic plan, which will require income growth/cost control of £6.5m.
 - ① Work with directorates to deliver cost effective/efficient services, removing duplication, redundant services etc. through business partnering across the BMA.

- ① Financial planning, budgeting and forecasting.
- ① Insightful financial and business reporting to the SLT and BMA Board.
- ① Ensure regulatory, corporate tax and VAT compliance and reporting.
- ① Treasury management.
- ① Develop policies and procedures that drive the right culture, provide a framework for day to day decision-making, whilst maintaining effective financial and regulatory controls.
- ① Group Payroll.
- ① Provide thought-leadership on developing innovative ways to improve efficiency, effectiveness and solve new and existing organisational challenges across the BMA in order to achieve the financial strategy, that supports the BMAs vision and strategy.
- ① Demonstrates a collaborative approach to decision making and problem-solving, challenging and supporting colleagues to get the best outcome for the BMA.

Judgement & Decision Making

- ① Advises the Group BMA CEO, SLT and BMA Board on all BMA financial matters.
- ① Drive change within the BMA to reduce the overall business as usual deficit through increased membership, other income and reducing costs whilst ensuring efficiency and effective delivery of services to members (Income c£63m, costs £68m).
- ① Ensures compliance with latest company, tax and VAT legislation and decisions to optimise arrangements.
- ① Provides leadership and vision to motivate, inspire and develop a professional and diverse team to achieve high performance.
- ① Lead on changes across the association with an emphasis of financial impact e.g. honoraria, membership subscriptions etc.
- ① Overall responsibility for the negotiation of the BMA Group insurance policies and negotiations with brokers c£0.6m.

Use of Resources

- ① Oversight of all financial matters of the BMA, including the Finance directorate budget.
- ① Providing strong leadership to the Finance directorate ensuring staff are motivated (measured through a regular employee perception survey) and working towards the delivery of the BMA's financial strategy.
- ① Accountable for the Finance directorate budget of circa £1.9m pa including insurance costs.
- ① Developing strong working relationships with key stakeholders.
- ① Team of c13 plus services from accounts receivable and accounts payable shared service arrangements.

Key Relationships

Key working relationships are as follows:

- ① Reports to the Group Chief Financial Officer (BMA Board member)
- ① BMA Group CEO
- ① BMA Chief Officers primarily the Treasurer
- ① Works with all directors and Heads of Functions

- 0 BMJ CEO, CFO
- 0 Chair of Audit & Risk, Group Finance Executive, Finance, Investment Sub committees
- 0 BMA Board
- 0 Third parties such as HMRC, External and Internal Auditors and external suppliers

The Candidate

Qualifications, Skills & Experience

- 0 **Qualified accountant** with extensive post-qualification experience across a range of different sectors at a senior/board level.
- 0 Experience of working within a **complex organisation**, ideally in a trade union, membership body or local authority with elected members and therefore an appreciation of how effective influencing and communication can contribute towards effective member engagement, recruitment and retention (experience of private sector also would be desirable).
- 0 **Strategic thinker**, with the ability to understand and get involved in the detail – the successful applicant will need to **roll up sleeves** regularly.
- 0 **Commercially astute**.
- 0 Excellent **interpersonal skills** with confidence in presenting to elected members and good stakeholder engagement qualities.
- 0 Understanding of the impact of the **external economy and financial markets** and their influence on the BMA.
- 0 Demonstrates leadership **values and behaviours** that support **collaborative team working** and are in line with BMA expectations.
- 0 Demonstrable experience of **leading and motivating teams**, developing them to deliver business objectives and supporting them through periods of change.
- 0 Ability to **work truly collaboratively** across the organisation and wider group, being an **effective and credible member of the Executive Team** and playing a leading role in the collective delivery of our strategic priorities.
- 0 **Resilience, self-confidence, excellent stakeholder management and interpersonal skills** (especially influencing and diplomacy).
- 0 A good **understanding of the challenges and opportunities facing the health and/or public sector**.
- 0 A successful track record of **leading organisational change**.

- 0 Good awareness and **understanding of trends and developments within finance** and all aspects affecting membership organisations.
- 0 A demonstrable **creative and innovative approach** to meeting business challenges.
- 0 Ability to switch to basic financial areas such as expenses to more sophisticated financial areas such as capital investment strategy and group consolidation.

Behaviours and Values

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

Remuneration

A competitive base salary will be offered for the position. In addition, the BMA will contribute up to 12% employer pension contributions based on the level of employee contributions. This is a company defined contribution scheme.

The BMA provides 30 days' annual leave, plus Bank Holidays and 1 additional day at Christmas.

There is an on-site gym at BMA House and a subsidised canteen and café.

Please click on this link for the details of the BMA Benefits. [BMA Benefits Brochure.](#)

Working arrangements

BMA House in Bloomsbury, central London is the contractual base for the role.

The Association works to an agile hybrid model and there are flexible working arrangements concerning this position. The expectation would be for in-person attendance on average twice per week. The Finance Director should also be able and willing to travel within the UK as required, although this will be minimal.

Hours of Work

- ① Normal working hours are 40 hours per week, spread over five days, Monday to Friday. However, roles at this level require flexibility and you will be expected to work as necessary to complete the necessary duties of the role.

The Recruitment Process

The BMA understands the importance of the recruitment process in terms of influencing a candidate's perception of the organisation.

Our process is intended to allow all parties enough time and opportunity to assess cultural and team fit, the balance between individual and organisational aspirations, and to share details of the high-level strategy and key objectives. The BMA's objective is to ensure there is clarity around the role of the Finance Director, and the key challenges and priorities.

- ① The initial discussion will be with David Sneesby, our external adviser, to position the role and complete an initial assessment. Candidates will complete a short psychometric profile and be invited to submit a Supporting Statement setting out their relevance and interest in the role and the organisation.
- ① Candidates selected for the longlist will be interviewed by Neeta Major (CoCEO and Group CFO), John Macey (HR Director) and David Sneesby (CEO, The [LSL Group](#)).

- ① Those proceeding from the above stage will be invited to have an informal discussion with Neeta Major (CoCEO and Group CFO).
- ① Those proceeding from the informal discussion will attend a stakeholder panel interview comprised of Nigel Watson (current BMA Finance Director), 2 members of the Senior Leadership Team, a member of the BMJ team, a Finance and Corporate Services peer and a HR Business Partner.
- ① Those proceeding from the stakeholder panel meeting will have a final interview with, Neeta Major (CoCEO and Group CFO), Rachel Podolak (CoCEO), Dr Trevor Pickersgill (Treasurer and Deputy Chair of the Board), John Macey (HR Director) and Cathy Mayor (Board lay member - finance). This will include a presentation.
- ① A decision will be taken as to whom the role will be offered and references will be taken.
- ① The aim will be to complete the recruitment process by the end of March 2023.

Equality & Diversity

The LSL Group and BMA embrace diversity and seek to promote the benefits of it in our business activities. We operate a business culture that reflects this belief. We seek to ensure that our processes yield as diverse a candidate base as possible and we strive to support our clients in meeting their own diversity targets.

We are committed to promoting diversity for all applicants and candidates. We review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union or spent convictions.

The LSL Group shall avoid stipulating any unnecessary requirements which would exclude a higher proportion of a particular gender, sexual orientation, age, religion or racial group or which would exclude disabled job applicants; and will avoid prescribing any requirements as to marital or civil partnership status.

The LSL Group shall not discriminate unlawfully when deciding which candidate is submitted for an assignment, or in any terms of employment or terms of engagement for temporary workers. We will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and abilities to perform the relevant duties required by the particular vacancy. The LSL Group will not accept instructions from clients that indicate an intention to discriminate unlawfully.

The LSL Group is proud to have been awarded Disability Confident Committed Status.



Application details

To apply please email your CV with a covering Supporting Statement to BMAFD@TheLSLGroup.com

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