

Role profile

Role title	Group Analysis Accountant
Department and directorate	Finance
Grade	
Reports to (job title)	Group Chief Financial Officer (oversight from Finance Director)

Job Overview– purpose of the role

Describe as concisely as possible the overall purpose of the job and what success looks like.

- The BMA Group consists of; the BMA, a not-for-profit professional association and trade union for doctors (and parent company); the BMJPG, a wholly owned subsidiary, who produce research, knowledge, and education to health professionals through events and publications, including the flagship publication TheBMJ; BMA Investments, a company limited by shares wholly owned by BMA and are responsible for the portfolio of reserves of the BMA Group currently; and BMA Law, which the BMA has beneficial ownership of, and who deliver legal services to BMA Members. The BMA are also the sponsoring employer of the BMA Staff Pension Scheme (a closed defined benefit scheme).
- The core purpose of this role is to support, monitor and advise the Group Chief Financial Officer (GCFO) on financial performance across the BMA Group on a proactive and reactive basis enabling informed representation at all Group Board meetings.
- The role will provide analysis, insight and performance reporting on financial activity, profit and loss reporting and group investments (and associated risks & mitigations), which includes but is not limited to; financial investment (managed via an outsourced chief investment officer), capital/ asset investments (including investments in current property portfolio) and acquisitions (including new publications and journals).
- The role will also support investment decisions by ensuring sufficient financial analysis has been done (including scenario planning) and by providing key financial insights to senior management and GCFO through detailed reporting and analysis.

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)

To perform the following core responsibilities

Financial Reporting and Analysis

Performing in-depth scrutiny and analysis of financial data to identify risks, opportunities, trends, variances, and potential areas for improvement or deficiencies in financial plans and investment plans.

Providing reports to the FD and GCFO on investment proposals, highlighting expected returns on investment, cash flows and paybacks, and risks. The role will also develop metrics to support reporting on benefit realisation.

Review the monthly financial reports from group entities and provided detailed variance analysis of financial results, highlighting key trends, accounting adjustments and business drivers and areas for further interrogation and analysis.

Commercial Support

Providing financial input and scrutiny for new business proposals, tenders, and contract negotiations
Assessing the financial implications of commercial decisions and providing insights to stakeholders/GCFO

Budgeting and Forecasting

To provide scrutiny and analysis of group forecasts, providing the GCFO with analysis and insights in to key movements, challenges and assumption changes that can be presented at GFEC and BMA Board meetings as required.
Support the monitoring of performance against budgets, analyse variances, and support the development of action plans to address any discrepancies

Process Improvement:

Identify opportunities for improving financial reporting processes, systems, and controls across the group.
Assist in the development and implementation of best practices within the finance team.

Investment reporting

Support the appraisal of investment cases, including scrutinizing, challenging and validating assumptions and evidence in the financial case and wider business case.
Once investment decisions are made, create a suite of reports to track investments progress, monitoring ROI and key financial indicators.

Ad-hoc Analysis

Provide ad-hoc financial analysis and reports as required, particularly in response to business changes, new initiatives, or regulatory requirements.

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.

- Relevant and up to date accounting qualification (ACA/ACCA/CIMA qualified or equivalent).
- Proven experience in a financial analysis or group reporting role, with a minimum of [3] years of experience in publishing and digital services
- Strong understanding of financial consolidation, reporting, and analysis processes.
- Familiarity with industry-specific financial regulations and accounting standards (e.g., IFRS, GAAP).
- Advanced proficiency in Excel and financial modeling.
- Experience with ERP systems (e.g., SAP, Oracle, or similar) and knowledge of MS dynamics & Power BI is a plus.
- Strong analytical skills and the ability to interpret complex financial data.
- Excellent communication skills with the ability to present financial information to non-financial stakeholders.
- Detail-orientated with a proactive approach to problem-solving and process improvement.
- Experience with data visualisation tools (e.g., Power BI, Tableau) is a plus.
- Knowledge of financial services products, publishing financial models, or related sector-specific financial structures.
- Strong commercial acumen and an understanding of the business drivers within the publishing/financial services industries.

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).

- Building strong relationships with key stakeholders across different departments and companies, including finance, technology, sales, marketing, operations, and senior management
- Communicating financial information clearly and concisely to non-financial stakeholders including presentation at committee and/or board meetings on occasion
- Proactively identifying and addressing potential financial risks

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)?

- There is a significant degree of autonomy in assessing information, creating reports and providing analysis and opinions to senior management. Data validation and assumptions should be checked with the Finance Director prior to finalisation.
- No decision / action that affects the business shall be taken without prior notification / consultation / agreement with the Finance Director.

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?

- The role holder works as a specialist in the Finance Team, and will have the resources of the team made available to them.

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?

- Will have contact with any senior BMA / BMJ members of staff who are involved in creating and approving investment and financial plans..
- They will also work closely with finance colleagues across the BMA Group.

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?

- The role requires long periods of VDU use
- High levels of concentration

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 role is conducted both working from home and within an open plan office environment.

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: