

## Role profile

<b>Role title</b>	<b>Finance Business Partner-Commercial and Estates</b>
<b>Department and directorate</b>	<b>Finance</b>
<b>Grade</b>	<b>Grade 4 (Market Rated)</b>
<b>Reports to (job title)</b>	<b>Head of Financial Planning &amp; Analysis</b>
<b>Direct reports (job titles)</b>	<b>N/A</b>

### *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***

Finance Business Partners are business experts with strong interpersonal relationships. They understand the business and are able to translate and present complex financial information clearly. They provide valuable financial advice, challenge and support, strategic insight and business solutions often to Directors and other budget holders.

The Finance Business Partner – Commercial and Estates will become the trusted advisor for the Head of Strategic and Commercial Estates. They will provide financial analysis and insight to support the day-to-day running and maintenance of the BMA Estate, which comprises of BMA House in London, which is used as the Association's main headquarters and also a venue for conferences and events, and an office in each Nation (Wales, Scotland and Northern Ireland). They will provide financial support to the various refurbishment and improvement projects, supporting the analysis of options and the return on investment, tracking expenditure and ensuring value for money. They will also support various commercial functions within the BMA including the Venue and Events functions, helping to create financial plans that contribute to BMA revenues, and the commercial estate function, ensuring that rents and service charges yield sufficient amounts to support BMA activities.

### *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**

To perform the following core responsibilities:

- Providing financial advice – engaging the business and providing advice on key financial planning, processes and budget setting. Supporting the development and implementation of credible financial plans that are consistent with the department performance and activity plans.
- Oversee the monthly financial forecasting and reporting exercises providing robust analysis, challenge and accurate reporting.
- Analysing revenue, costs and overheads, ensuring that sales prices are appropriately costed and competitive.
- Creating and maintaining project reports, tracking commitments, expenditure and expected benefits.
- Maintaining all relevant income and expenditure for each project. Analysing project expenses and providing commentary on progress and any variances.

### Duties and Responsibilities

- Supporting the calculations with regards to service charges (as part of lease negotiations) to ensure that appropriate costs are recovered.
- Support the project in optimising tax costs, liaising with internal and external support as necessary.
- Analysing project expenses and providing commentary on progress and any variances.
- Overseeing project records and contracts to ensure terms are adhered to.
- Taking responsibility for all financial information provided to the business, and the associated recommendations, using all available data and analytics tools.
- Challenging weakness in process compliance within the business and reporting on control effectiveness.
- Engaging early and supporting managers in navigating business case and procurement processes including monitoring contract spend, ensuring contract compliance and supporting early tendering for contracts and ensuring relevant advice is sought on business cases and advising on affordability.
- Providing strategic advice and analysis on financial impact, performance and risk to stakeholders and through this contributing to strategic direction of the wider business area.
- Support the business in demonstrating value for money in delivery of the strategic objectives.
- Building and maintaining key relationships, in particular developing trust and rapport. This includes managing expectation of senior managers and stakeholders.
- Developing a good understanding of the business, seeking out opportunities to better understand the commercial and operational drivers.
- Contribute to the professional leadership and the wider finance function, working collaboratively with finance business partners and seeking ways to continuously improve the function, ensuring that appropriate local controls are in place and those with financial responsibilities are appropriately trained and informed.
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### 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 previous experience of financial business partnering in a commercial setting. Expertise evidenced by qualification with a recognised professional accounting body (CCAB or equivalent).
- A confident communicator, comfortable with advising and challenging senior business leaders, including the ability to put financial issues into layman's terms for non-specialist audiences.
- Builds trust, enabling a balance of working in partnership and offering constructive challenge
- Highly proficient in using and interpreting data and analytics to support analysis and decision making, identifying gaps in data and reporting and working with colleagues to develop additional reporting as required.
- Ability to work on own initiative and manage competing needs of a number of different key stakeholders.
- Proactively produces innovative and creative suggestions to generate opportunities for organisational improvement and effectiveness.
- Proactively takes responsibility for achieving outcomes, constructively challenges, and drives performance.

### 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).*

- . Work in partnership with departmental/directorate Heads to formulate business and operational plans, provide insightful management information to better understand financial performance, develop accurate financial forecasts and to deliver financial targets.
- Supporting managers with developed business acumen, commercial and financial expertise.
- Providing non-finance managers with insight, creativity and support whilst developing new business proposals for proposed new income streams and investment within the BMA.
- Be able to understand the impact of decisions on systems, resources, vat and corporation tax and work to ensure the successful implementation of required changes.
- Understanding of and proactively embedding evidence-based decision making
- Ability to present information that is insightful and leads to better management decisions
- Proficient in the development and interpretation of business cases,

### 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 will be the primary point of contact for directors/Heads of department in relation to all financial related matters, will be heavily involved in the development of any new initiatives along with the review of existing activities to ensure their viability and impact.
- Their judgement and expertise will influence decision making, setting of targets and achievement of financial performance.
- The post holder will become the trusted advisor to their section of the business but will seek guidance from the Head of Financial Planning & Analysis, Finance Director, Group CFO
- They have the autonomy to make decisions for themselves provided they comply with the current processes and procedures.
- Responsibility for prioritising and planning their own time to ensure deadlines are met

### 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 postholder will play an influential role in shaping the future of the BMA through the work they do in conjunction with the different directorates by ensuring the delivery of the annual and strategic aims of the association
- The role involves working with directorates to ensure the budgeted expenditure is utilised in the most effective way and provides value for money
- The role involves dealing with sensitive issues around staffing and access to highly confidential information

### 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?*

- Communication, influencing and developing relationships is key to the success of this role. Working very closely with directorate/department heads to constantly review operational activity, discuss and explain business performance, communicate regular financial/KPI information as well providing expert financial advice and insightful reporting to support decision making
- The role works predominately with internal colleagues but would have regular contact with both external and internal auditors/business consultants as necessary. Engagement with external suppliers to ensure products/services meet the needs of the BMA.
- Advanced inter-personal skills are required to gain clear agreement and commitment from others through discussion, negotiating and navigating challenge from others.
- Needs to have the presence/gravitas to presents with skill and confidence in order to influence change .

### 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?*

- Extensive VDU usage

### 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 four organisational values.

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

**We Campaign, Organise and Represent**

- We win positive changes at work and in wider society
- We are the trusted collective voice of our profession, seeking progress for doctors, medical students, our patients and populations

**We are accountable and member-led**

- Our representatives and staff work in partnership for and on behalf of our members
- We are open and democratic

**We are expert and trusted**

- We grow professional communities of practice to provide credible information, guidance and support
- We use our influence to champion advancement, innovation and professional development for the benefit of health and society

**We find strength in unity and celebrate our diversity**

- We seek to be fair and just, and foster respectful discussion of our differing (potentially conflicting) perspectives and contributions
- We fight prejudice and discrimination of all kinds
- We are committed to creating a culture that is inclusive of all members and staff
- We extend solidarity to each other and other groups

Sign-off

Manager:	Date:
Role holder:	Date: