



Job Description

Job Title:	Senior FP&A Analyst
Reports to:	FP&A Manager
Job Location:	You must be able to work in the London office 60% of your time
Start Date:	ASAP
Salary	Circa £45,000 per annum gross + benefits
Contract Type:	Permanent full time

Job Purpose:

We are looking for a detail-oriented and strategically minded Senior FP&A analyst to join our finance team. This new position provides an excellent opportunity for a current SFP Analyst or recently qualified Financial Planning Analyst looking to step up and help work on the budgeting, forecasting and long-term planning processes for the BAFTA group. The role will report to the FP&A manager to provide the organisation with accurate, timely financial reporting to guide the commercial decisions of the organisation.

BAFTA have recently undergone a strategic and operations review. Results from this will require additional reporting and business plans set up for departments and subsidiaries so you will have an opportunity to bring your analytical and strategic mind set into this role.

Working closely with the Financial Controller, Management Accountant and General Ledger Accountant within the finance team and numerous senior budget holders and other stakeholders across the group, this role will drive innovation in reporting across the varied and fast-moving areas of the business as well as providing rapid reporting for evolving commercial decisions.

Key responsibilities and accountabilities:

Budgeting/Forecasting

Maintaining key relationships with central Budget Holders and establishing up-to-date forecasts on a regular basis with BAFTA's financial planning calendar and cycle.

Chair and participate in key budget meetings ensuring annual plans are aligned with BAFTA's strategic goals.

Work with the FP&A manager to deliver the annual budget process and all relevant reporting.

Analysis

Key member of finance team for all reporting reviews including Management Accounts & Budget.

Tracking KPI metrics and preparing associated reports for areas within BAFTA and subsidiaries.

Review accounting transactions for data accuracy.

Commercial Analysis

Support business decisions by building financial models, performing research and analysis and preparing supporting reports and commentary.

Support subsequent project teams with tailored reporting and financial guidance.



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Example: With BAFTA's recent strategic review, teams and departments will need financial support on re-mapping and redefining workflows with clear financial objectives and KPIs set out. This is needed to establish and balance the charitable initiatives of BAFTA (e.g. programmes and supporting the screen industries) with the commercial opportunities (e.g. through The Awards and Partnerships)

Reporting

Participate in production of regular reporting to various committees and stakeholders, including:

- the Finance, Audit & Risk Committee,
- subsidiary boards, including 195 Piccadilly Limited, BAFTA Media Technology, BAFTA albert
- the Commercial Committee
- the BAFTA Executive board
- the BAFTA board of Trustees

Other

Provision of detailed and timely feedback to staff for all work reviewed.

Seasonal support of other departmental reporting, such as audit.

Ideally you will have:

- Full accounting qualification; ACA, ACCA, CIMA or equivalent
- Expertise in MS Excel (creating spreadsheets and using advanced formulas)
- Familiarity with accounting systems and finance databases
- Proven experience in financial planning, analysis, and modelling
- Ideally, but not essential, to have experience working in media, retail or hospitality industries.
- Ability to present financial information to a non-financial audience

Ideally you will be:

- Conscientious
- Resilient
- Detail oriented
- Highly analytical
- Problem solver
- Self-starter

Skills:

- Organisation
- Communication
- Interpersonal
- Presenting
- Able to influence others
- Commercial acumen

It would also be beneficial to have an interest in Film, Games and Television.

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ABOUT BAFTA

BAFTA is a leading global charitable institution focused on championing creativity, opportunity and social change for all through the transformative power of film, games and television.

BAFTA's Vision:

We inspire new and unheard voices to become the future of the Film, Games and Television industries, we support talented people from all backgrounds to help them achieve their potential, we advocate progressive industry and cultural change, and we amplify and celebrate excellence across the screen industries

BAFTA's aims: to champion the art and the craft, champion talent and champion the industry environment by:

- identifying and celebrating industry practice deemed exceptional by peer review, thereby elevating the art and craft of film, games and TV;
- providing talent with recognition, inspiration, access and long term support, in particular those under-represented and underprivileged in society;
- enabling a positive and inclusive environment, for an accessible, sustainable and connected industry.

DIVERSITY MONITORING

Our aim is for our staff to be a diverse mix of talented people who want to come and do their best work. BAFTA is committed to increasing diversity, and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. Please take the time to fill out our [Diversity Monitoring Survey](#). All the information you provide will be anonymous and is not considered with your application.

APPLICATION PROCEDURE

Please apply [here](#) and include a cover letter which in no more than 500 words explains why you think you are suitable for this position, what skills you have to be successful in this role and, in particular, what experience/knowledge you have that will fit well with the role and BAFTA's objectives. We actively encourage all applicants to share with us how you might perform best throughout our recruitment process as such should you wish for us to adjust the process in order for you to shine please get in touch: recruitment@bafta.org.

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