



Job Description

Job Title:	Senior FP&A Analyst (SFPAA)
Reports to:	Executive Director of Finance and Information
Job Location:	60% London
Start Date:	ASAP
Salary	Circa £50,000
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 an experienced Financial Planning Analyst looking to step up and oversee the budgeting, forecasting and long term planning processes for the BAFTA group. The role will report to the Director of Finance to provide the organisation with accurate, timely financial reporting to guide the commercial decisions of the organisation.

Working closely with the Finance Director, Financial Controller and Management 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 scenario analysis and rapid reporting for evolving commercial decisions.

Key responsibilities and accountabilities:

Reporting

Participate in production and presentation (where required) of regular reporting to various committees and stakeholders, including:

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

Budgeting/Forecasting

Assist Finance Director in the production of the Annual Operating Plan.

Work with the Management Accountant to deliver the annual budget process and all relevant reporting.

Chair all key budget meetings.

Maintaining key relationships with central Budget Holders and establishing up-to-date forecasts on a monthly basis.

Coordinate with Finance Director and the Executive team on long-term financial planning.

Analysis

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

Review accounting transactions for data accuracy.

Tracking KPIs and preparing associated reports.



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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.

Example: BAFTA's headquarters at 195 Piccadilly have recently undergone a substantial redevelopment with the ultimate aim of generating additional profits to be invested into BAFTA's charitable activity. Income and expenditure in these areas are therefore expected to increase rapidly over the coming years and this role will lead the efforts to both maximise the income potential of the private hire business as well as control and focus the expenditure on charitable activity.

Other

Assisting junior team members in developing their skills and technical knowledge.

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 hospitality, retail or media 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.

195 Piccadilly, London W1J 9LN
T +44 (0)20 7733 0022 E info@bafta.org
www.bafta.org

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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:

Bringing the transformative power of Film, Games and Television to everyone.

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 in media, hospitality or retail finance.

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