

Appendix

Division	Finance
Reports to (title)	Finance Manager, Treasury Operations
Location base	London or Cardiff

Organisation structure
<p>Treasury sits within our Finance division.</p> <p>Treasury is central to the BBC’s management of key financial risks and the provision of appropriate liquidity and banking services in a complex range of areas and geographies. This role will work with the treasury operations and business support teams to deliver an upgraded Treasury Management system.</p> <p>The successful candidate will be responsible for the Treasury functional aspects of the project and will be involved in the planning, design, implementation, integration, testing, migration and training stages of the upgraded system.</p>

Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none"> • Be the key Treasury representative ensuring the Treasury requirements are covered with the new upgraded system • Driving improvements in the operating environment and ensuring alignment with the overall BBC Treasury processes & systems strategy • Work with the Treasury team as well as project, product and technical leads, contractors and suppliers to design the system and create implementable solution to the business’ requirements • Contribute, review and approve functional documentation as part of project and product delivery • Lead the process for Treasury in the test and subsequent resolution of issues throughout the project • Operate effective processes that support the timely delivery of their project tasks within the project plan • Oversee acceptance testing of the new system, ensuring test evidence and defects are kept up to date • Works with system vendors and suppliers to ensure successful delivery of solutions • Train other staff on the new system. Provide technical leadership and direction to peers and colleagues • Maintain knowledge of industry and competitor developments • Develop expertise in new technologies and existing technologies and drive the introduction of them where appropriate • Partner with the project manager and project support staff to enable them to provide effective and informed reporting • To innovate where necessary and exercise sound judgment in delivering or recommending solutions whilst considering business requirements

Approval

JOB DESCRIPTION



Manager	Name and job title
HR Business Partner	Name
Date	

Job title	Finance Business Analyst		
Job family	Finance	Band	D

Job purpose

Finance Business Analysts (FBAs) support the BBC in delivering best value from the licence fee within each business area. FBAs focus on forward looking, large scale and/or high-impact commercial and investment decisions, and support effective financial planning within their area. They work alongside Finance Business Partners delivering financial and business analysis to help solve key business problems, progress local initiatives answer business questions and influence business decisions .

Key responsibilities and accountabilities

Business Support

- Help resolve key business issues and problems by delivering solutions and recommendations, based on sound analysis, for the Finance Business Partner and/or relevant operational stakeholder - sharing external and BBC-wide knowledge and good practice
- Maintain up- to-date knowledge and understanding of the divisional business - building and developing effective relationships with key business contacts
- Resolve specific and on-going financial and business issues and problems to in a timely manner
- Share external industry knowledge and good practice to help develop Finance’s approach in supporting the business in making effective decisions
- Deliver high quality supporting papers, reports, briefing notes (as required) across all work areas, for sharing and discussion with the Finance Business Partner/Finance Director/Senior Management or divisional and departmental boards

Analysis & Insight

- Deliver high quality financial and business analysis with recommendations for solving business problems and to influence and challenge business decisions
- Delivery effective financial and business analytical support for divisional projects/business initiatives – helping to improve business decisions and divisional performance
- Provide financial analysis to support performance information and plans
- Analyse and review financial and business information effectively for business insights
- Analyse financial and non-financial data, performance, risks and issues to identify underlying business trends or themes that need to be addressed and put forward possible solutions/recommendations
- Contribute to the preparation of business cases/investment proposals on behalf of the division
- Effectively bring together a range of source information and data to highlight business issues and potential options to help resolve problems or mitigate risk
- Investigate and analyse investment proposals including evaluation of business options, business objectives and financial cost implications
- Perform investigative financial and operational business analysis across interconnected business units (e.g. technology, HR, production)
- Promote and deliver improvements through identifying and recommending opportunities for efficiencies and value generation
- Develop, test and share new analytical methods and practices

- Develop effective analytical approaches to tackle a range of business issue based divisional problems

Stakeholder Management

- Maintain effective and collaborative working relationships across the Finance community
- Build and develop strong relationships with key business and finance stakeholders
- Ensure Finance Business Analysts and the relevant Finance teams are informed of issues, analysis and decisions that impact them or require their support/views

Knowledge, skills, training and experience

Essential

- Experience and application of compliance, regulatory requirements and internal controls.
- Ability to communicate effectively with a range of stakeholders.
- Experience of the review and analysis of financial data from a range of source information to identify trends or themes and to suggest solutions/recommendations.
- Ability to take complex data/principles and to communicate these in an understandable way to the wider BBC team.

Job impact

Decision making

Financial: No budget responsibility
 Reports: No direct or indirect reports

Other information

For Reward team use only

Job Code	
Definition:	Content / Content Support / Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.