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| **Role title:** | Financial Planning and Analysis Manager | **Responsible to:** | Head of Planning & Performance |
| **Division:** | Finance, Strategic Planning and Corporate Services | **Department:** | Planning & Performance |
| **Direct Reports and Level:** | Initially – none  Future – potential for up to 2 (FP&A Analyst or Systems Accountant) | **Scope:** | MPS UK and International |
| **Scale:** | Confidential |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Implement 1 | **Role Family** | Group Corporate Functions |

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| **Overall Role Purpose** |
| The Financial Planning and Analysis Manager will provide financial analysis, tools and insight which will challenge thinking, enable more informed decisions and drive the strategy, performance and sustainability of the organisation.  The role will work closely with all divisions across MPS to be a trusted advisor, providing ‘real time’ support to the Executive Team and their Leadership Teams, adding value to influence decision making whilst acting as a central point of contact for Group Finance for financial planning and analysis activities. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational Leadership**   * Provide leadership and challenge to core stakeholders and the Executive Team to deliver value creating commercial insights and advisory support and drive business performance in line with the overall corporate and programme outcomes. * Lead on the end-to-end development and delivery of multi-year planning and forecasting processes across the organisation, linked to the MPS strategy * Support the development and delivery of the strategy for MPS, incorporating aspects including growth, cost and quality. * Lead on the development and delivery of the organisation’s go-forward operating rhythm, optimising communications and interactions between divisions and stakeholders. * Lead on the consolidated group budget and projections process collaborating with the Finance Business Partnering Team to report financial performance, add insight and tell the MPS story to key stakeholders, including the Executive Team * Support on assigned Finance projects affecting MPS wide and roll out other projects/initiatives within Finance ensuring delivery of projects to time, cost and quality and that can demonstrate a return on investment. * Lead on the implementation and roll-out of financial tools, including new modules of the Anaplan planning tool * Provide key insights to Finance colleagues to optimise understanding and promote personal development in new presentation of the P&L, and more generally supporting the 3-year strategy. | * Financial sustainability Vs plan * Financial performance Vs plan * Corporate Strategic priorities Vs plan * Division Plan delivery Vs plan |
| **Financial**   * Lead the preparation of Group’s financial planning and forecasting ensuring these are presented accurately, on time and approved by the Management Oversight Committee (“MOC”) and Council. * Develop Management Information reporting in line with the on-going requirements of the company including country by country reporting and segmental analysis, liaising closely with the Finance Business Partnering Team to inform business decisions and actions which results in a measurable improvement in business performance. * Ongoing management of budgets by providing challenge to spend and variance analysis to inform leadership and the Executive Team of financial performance against plan and return on investment. * Develop forward-looking financial reporting for the organisation, identifying risks and opportunities and associated actions to mitigate/maximise. * Ensure that all spend is managed within organisation policy reporting on variance to budget to the Finance Management Oversight Committee (“FMOC”). * Work with the centralised BI/MI team to define and produce tools, techniques, operational metrics and insight which gathers from metrics and organisational data sources to inform the financial model which support business decisions and actions resulting in a measurable improvement in the programme’s outcome. | * Member numbers Vs plan * Income Vs plan * Retention targets delivered Vs plan * Cost of sales Vs plan * Operational budget Vs Plan |
| **Member**   * Provide appropriate focus on delivering the needs of the membership whilst ensuring financial performance is maintained and excellent levels of customer care and engagement are preserved. * Monitor and provide robust challenge of emerging finance risks and issues arising from finance activities which fail to deliver appropriate and consistent outcomes for members or are likely to have a material adverse effect on the Group, its operation or financial security * Lead planning activities to continuously improve ways of working and contribute to divisional / MPS-wide continuous improvement projects aimed to drive operational efficiency and great member experiences and outcomes. | * Member engagement * Consolidated Net Promoter Score * Consolidated Satisfaction Survey |
| **People**   * Coach and mentor colleagues and assist with the development of colleagues within MPS to maximise the potential of all colleagues and the quality of our service to members. * Take personal accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes. * Build and maintain positive relationships with a wide range of stakeholders taking a collaborative approach to ways of working and problem solving. | * Compliance with Training and Competence Schemes |
| **Risk**   * Create an environment where all colleagues recognise the importance of risk identification and management. * Ensure appropriate business processes and controls are in operation to manage the team within financial risk appetite; comply with policies and regulatory requirements (as applicable). * Ensure the design and implementation of effective Finance policy, procedures and processes support effective risk management across the business, ensuring that all Finance policies and practices are fair and transparent and in line with the values of the organisation. * Identify and report risks and issues identified within Finance and across MPS to enable resolution and mitigation of potential impact on MPS, members and colleagues. * Comply with applicable professional ethical guidance, external regulation and all relevant internal policy and procedures, including those relating to Health & Safety, Data Protection and IT Security. | * Risk & Control Self- Assessments * Audit Actions * QA Outcomes * Conduct risk * Financial risk * Reputational Risk |

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| **Responsibilities (RACI)** |
| * Lead a high-quality planning and analysis service to the business, providing effective support to the Executive Team and other senior management in various aspects of management information. * Monitoring adherence to Finance policy and procedures; reporting this to relevant managers across the business and liaising to resolve breaches. * Offer meaningful decision points to MPS governance forums including Council, MOC, ARC, FMOC and the Executive Team, to ensure that MPS operates within risk appetite, and decision makers are fully informed and equipped as to where financial opportunities exist. * Build a strong internal and external network to inform continuous professional development and contribute thought-leadership on Finance policies and practice that will further enhance Finance divisions contribution to business performance. * As the Finance landscape continually changes, keep abreast of evolving legislation and best practice; recommend opportunities for MPS to become more efficient and effective in Finance practices. * Maintain understanding of Finance best practice in order to promote high performance, coach and develop other members of the Finance department and demonstrate values and behaviours in accordance with company standards. |

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| **Key Governance Responsibilities** |
| * Feed into the Finance Leadership Group. * Reporting provided for FMOC, Executive Committee, ARC and MOC. |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading Others |
| Building Capability in Self and Others | Leading Others |
| Influencing Others | Leading Others |
| Collaborating for Results | Leading Others |
| Leading Self and Others | Leading Others |
| Commercial and Risk Thinking | Leading Others |

|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
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| **Essential** | * Educated to degree standard and/or hold relevant professional qualifications. * The role requires a qualified accountant (CIMA / ACCA / ACA) with post qualification experience in a relevant role in FP&A. * Systems thinking knowledge/ experience * IT literate and can use MS Office (Word, Excel, PowerPoint) | * Extensive skills operating and utilising Finance systems (specifically budgeting systems), process, compliance, regulation, with current management accounting knowledge * Managing senior stakeholders - can anticipate points of challenge and explain/advocate the benefits of change * Ability to translate and logically communicate insights and suggestions with a positive, collaborative and engaging approach | * Significant experience in production of consolidated budgets and forecasts, with knowledge in implementing new systems and experience in driver-led planning. * Proven experience of double entry bookkeeping, internal controls, accounting standards and other accounting principles. * Experience of creating and working with KPI’s, data, and corporate balanced scorecards to aid decision making * Experience and knowledge of IT systems * Experience of risk based businesses, e.g. insurance |
| **Desirable** |  |  | * Experience of medical defence organisations, clinical negligence claims or civil legal processes * Knowledge of MPS, its business and the detailed operation of other departments, especially membership and claims. * Agile Methodologies |