

Job description

Job title	Financial Planning and Reporting Analyst
Division	Finance
Career Level	Level 2
Responsible to	Financial Planning & Analysis Manager

INTRODUCTION

Porton Biopharma Ltd, Porton Down is a medium sized life-science company performing a range development and manufacturing roles for biopharmaceuticals. This also includes all associated support functions from logistics through to engineering, quality control / quality assurance, regulatory affairs and management. The Company manufactures two licensed products, Erwinase[®] and the UK's Anthrax Vaccine as well as providing R&D services for product development.

JOB SUMMARY

The role of Financial Planning and Compliance Analyst is a newly created role required to:

- lead and prepare the development and improvement of short and long term revenue, cashflow, P&L and balance sheet forecasts
- Develop variance monitoring tools.
- Prepare Cost and variance reports for MOD in respect of the Anthrax Vaccine contract
- Prepare Inventory reporting and analysis

Communication and key working relationships

Internal

- Finance Director
- Financial Planning and Analysis Manager Financial Controller
- Project Managers
- Other departments

External

- HMRC
- MOD
- Distributor and other Partners
- PWC

MAIN DUTIES AND RESPONSIBILITIES

The Financial Planning and Compliance Analyst will be responsible for:

- The development and improvement of short and long term forecasts for:
 - Revenue
 - P&L
 - Cashflow
 - Balance sheet
- Weekly cashflow reports
- Royalty receivable and payable forecasts and administration
- Royalty reports
- Monthly variance analysis of forecast v budget
- Development of a suite of variance to budget/forecast reports
- Monthly inventory reports and analysis
- Variance analysis
- Corporation Tax Preparation
- Preparation of R&D Tax Credit claim
- Monthly MOD contract reporting and variance analysis
- Monthly invoicing and reporting of third party funded development contract
- Adhoc accounting duties

Other

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

Professional development

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

You should adhere PBL values and behaviors:

- Passion
- Respect
- Integrity
- Diligence
- Excellence in Execution (E²)

Person specification

	Essential	Desirable
Eligibility		
Current, valid Right to Work in the UK	<input checked="" type="checkbox"/>	
A good standard of written and spoken English Language	<input checked="" type="checkbox"/>	
Qualification		
ACCA/CIMA/ACA qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge and experience Experience as defined by type/level (not length)		
Experience of Financial Modelling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of P&L, balance sheet and cashflow forecasting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of Corporation Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum 5 year PQE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skills and capabilities		
Excellent financial and management account skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Team Player	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work to tight deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication written and verbal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computing/MS office capabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excel Advanced	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Equality and diversity		
An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems	<input checked="" type="checkbox"/>	

Job description agreed with the post holder:

Employee Name:	Date:
Employee Signature:	

Manager Name:	Date:
Manager Signature:	