

JOB TITLE:	Programme Manager - Financial Reporting
DEPARTMENT:	Professional Development
LOCATION:	Nationwide. Home based.
TRAVEL REQUIREMENTS:	Regular UK travel
CONTRACT TYPE	Full time/Part time
HOURS OF WORK	Monday – Friday, 9am – 5.30pm
REPORTING TO:	Director of Programmes, Professional Development

Job Purpose

As Programme Manager - Financial Reporting you will be responsible for supporting the strategic and operational development of programmes within the Accountancy and Tax portfolio, focussing mainly on Financial Reporting, in the Professional Development (PD) division of BPP.

With overall responsibility for the PD Financial Reporting portfolio, you will be required to review the portfolio regularly to ensure it remains relevant, current and engaging.

You will be the lead presenter in Financial Reporting and allied topics and will be responsible for supporting other trainers presenting in this area.

Main Accountabilities/Responsibilities

- Presenting up to 100 days a year for both public and in-house courses. Your primary focus will be on Financial Reporting (FR), but you will also be required to consider mandatory requirements in other elements of the annual report with particular focus on the development of sustainability reporting requirements. The ideal candidate will also have the ability to train in other related areas such as financial awareness, accounting and financial analysis.
- Developing, writing and amending material for courses delivered in the FR portfolio.
- Proactively supporting freelance presenters with their content development.
- Monitoring current developments in financial reporting and allied topics arising from accounting standards setters, guidance from accounting firms, and other GAAP developments, and making related amendments to ensure that all course materials are up to date and relevant to client needs and areas of concern.

- Liaison with Business Development team and attendance at client meetings in the role of 'subject matter expert' to convert opportunities and leads. A particular focus is to ensure that solutions proposed are bespoke to clients' specific training needs.
- Creating a simple and effective range of PD short courses which are commercially optimised and delivered through a variety of media
- Developing a product strategy to blend the FR programme with the overall product landscape of Accounting and Tax
- Taking an active role in the strategic development process including supporting the Director of Programmes and the Managing Director of PD in the creation of appropriate budgets, forecasts and targets
- Contribution to improved success rate in tenders
- Working with the Director of Programmes in the development of an online landscape for BPP to include e-learning
- Single point of contact for queries related to the range of FR programmes, providing support to the Director of Programmes and to any presenter resource employed in programme delivery
- Working on the implementation of large client programmes, including managing the overall project
- Liaison with Business Development and Marketing teams to ensure there is adequate commercial support to the FR programme range.
- Supporting the resource planning team to co-ordinate the scheduling of dates for FR programmes to be run
- Liaison with relevant institutes/professional bodies and clients
- Managing the academic content and pedagogy of modules and programmes within FR
- Regularly monitor and review public course outlines and website content, make recommendation for improvements (consistency, language, learning outcomes, market focus) and co-ordinate their implementation
- Contribute to the PD pricing model

General

- Explore synergies throughout BPP, in particular contributing to the effective integration of PD into the One BPP philosophy
- Involvement in recruitment and selection of teaching staff, where necessary
- To undertake other duties commensurate with the level of this role

Skills, experience & qualifications required

- Qualified accountant with excellent technical understanding of financial reporting, and preferably with exposure to FR in a variety of industry/business sectors
- Familiar with IFRS, UK GAAP (including FRS 102/101 and new developments) and ideally US GAAP and sustainability reporting requirements

- Commercially and educationally focussed with leadership and coaching skills
- Expertise in teaching modules of Financial Reporting courses or a willingness to develop expertise
- A strong understanding of financial reporting in the professional development and training field
- Strong knowledge and understanding of how PD programmes are used within the field of Finance in professional practice firms and industry and commerce
- An ability to prioritise their own work and the work of others
- A willingness to listen and seek out the opinion of others
- Ability to translate the needs and objectives of the business, in line with the wider group agenda
- A proven track record of delivering on time, on budget and using your own initiative
- Excellent communication skills
- The ability to challenge and inspire people to engage in change processes
- A successful track record of leading and implementing change
- Adaptable to change
- A good team worker
- High attention to detail, tasks completed in full to set deadlines.