

LaingBuisson

2021

Candidate Information Pack Financial Research Executive



About LaingBuisson

LaingBuisson is the foremost name in healthcare and social care business intelligence, and we have established our reputation for insightful, objective and independent advice over 30 years. We are widely viewed as the go-to provider of market intelligence on health and social care not only by providers working in the sector, but also by advisors and suppliers.

We are also the chosen provider of data on the independent healthcare sector to the Office for National Statistics (ONS), which we are rightly proud of, underlining as it does the quality, integrity and importance of what we do. This data is also used by international bodies such as the WHO and the OECD.

Our reports, consultancy work and data are all highly-respected in the sector and play a key role in shaping business decisions and in influencing government policy. Our work is regularly cited in the press and recent appearances include *The Telegraph*, *The Times*, *The Guardian*, *The Financial Times* and Radio 4.

We publish four market-leading journals covering UK and international healthcare, social care, and medical travel and health tourism, drawing upon unique data and high-quality journalism to deliver in-depth analysis of the sector's stories, alongside contributions from key industry associations and sector experts.

We also hold a series of high quality, well-attended conferences and events aimed at senior executives from health and social care providers, advisors, investors and suppliers to the sectors. These are supplemented by a successful series of webinars. In addition, we have two annual awards ceremonies.

Our values

We ask all of our team to adhere to our values of Integrity, Teamwork and Service. Our purpose is to provide high quality, insightful business intelligence to our clients and fulfilling work for our people. We are in business to be profitable, but it is the way we do business that defines us.

We explain our values as follows.

Integrity

- We have a reputation for integrity, impartiality and independence. Our objectivity, transparency and experience are central to our success story.
- We have a thirty-year track record serving the healthcare and social care sectors with the highest quality business intelligence and data.
- We are trusted and respected for the work we do, and this means that providers, advisors, commissioners and investors look to LaingBuisson's work when they need to make key decisions.
- We are the chosen provider of data on the independent healthcare sector to the UK's Office for National Statistics.

Teamwork

- We value and trust our colleagues and believe a strong and motivated team fosters the best service to our customers.
- We promote diversity and respect the views of others and foster an environment where people trust and feel safe putting forward their opinions.
- We seek commitment and good performance, and recognising people spend a great deal of time at work, aim to inject a sense of fun alongside the serious business of getting a good job done well.
- We value collaboration both internally and with our partners and all undertake to facilitate this through good communication.

Service

- We seek first and foremost to please our customers. We keep our promises and act honestly.
- We listen to our customers and, where appropriate, offer appropriate challenge to ensure we provide them with the products and services that they really need.
- We commit to giving our customers superlative service, whether this means the timely delivery of products, returning a call or email promptly, or ensuring they are kept up to date on the progress of projects.
- We have an entrepreneurial spirit - we are proactive in seeking opportunities and creative in providing solutions.

Our work

As a Financial Research Executive, you will be working principally on the financial data that feeds into our market reports and journals. Specifically, you will ensure we have up-to-date, comparable financial data on the leading players in the markets we cover which can also be manipulated to create tables and indices that are useful to our clients. This will be published monthly in our market leading journals, *Care Markets*, *Healthcare Markets* and *Healthcare Markets International*.

The financial data you work on will also be included in our market reports and our online data tools.

Our market reports include:

Healthcare

Cosmetic Surgery
Dentistry
Health Cover
In Vitro Fertilisation
Mental Health Hospitals
Out of Hospital Healthcare
Private Acute Healthcare

Social Care

Adult Specialist Care
Care Homes for Older People
Childcare
Children's Services
Dementia Care
Homecare and Supported Living
Housing with Care

International

Medical Travel and Tourism

You will also have the opportunity, as required, to work on consultancy projects. Selected recent clients include:

Public

Department of Health and Social Care
Department for Education
Office for National Statistics
Nottinghamshire County Council
Middlesbrough Council
Peterborough City Council
County Councils Network
Guy's and St Thomas' NHS Foundation Trust
NHS Wales

Private

Advent international
Sovereign Capital
HCA
Boots
AstraZeneca
BNP Paribas
JP Morgan
Octopus Investments
Mayo Clinic Healthcare in partnership with Oxford University Clinic

International

Malaysia Healthcare Travel Council
Dubai Health Authority
Spanish Ministry of Health, Social Policy and Equality
Fresenius
Novartis
Roche Diagnostics

We also run a series of half-day seminars and full-day conferences; hold two annual awards ceremonies which celebrate the best in UK health and social care, and international medical travel and tourism respectively; and own a number of B2C websites (including www.privatehealth.co.uk and www.harleystreet.com) which collect data on the private healthcare market alongside providing information to consumers looking for treatment in the independent healthcare market. As your career progresses with us, there may be opportunities to be involved with this wider portfolio of work, such as preparing data and presenting it at the conferences.

The benefits of working at LaingBuisson

Informing markets and policy that affect our everyday lives

LaingBuisson is a small company, comprising around 30 members of staff. However, we work with a vast array of partners and independent consultants, all of whom we count as part of the LaingBuisson ‘family’, to achieve our objectives. You will be very much involved in all aspects of financial data analysis and you will work particularly closely with colleagues in our Research team, since your work is highly complementary. The close-knit nature of our team means you will have opportunities also to work with people in other teams.

We are located in offices in London, Berkhamsted and Blackpool. Financial Research is based in London, alongside our wider Research team, and also our Sales and Editorial teams. Blackpool is home to our Data team, whom you’ll work with regularly. Our Digital, Event and International Medical Travel teams are in Berkhamsted. You may be asked to travel between offices occasionally, not only for your work but also so you get to know your colleagues in person.

“Statutory accounts are our window on the financial performance of healthcare providers. Users of our market intelligence expect us to report them fully and always accurately. Just one unnoticed and uncorrected slip of the keyboard can lead to a glaring error. We’re looking for someone who can adopt the mission of ‘always accurate’ as his or her own.”

William Laing, Executive Chairman

Professional development

We know that one of the things that our employees look for is to develop their own careers. On joining LaingBuisson, you will be given on-the-job training to enable you to do your job. We will also discuss with you any skills gaps you may have (e.g. training on a particular computer program) and, as appropriate, arrange training. Your professional development is in your own hands. We are happy to support ongoing training for our people and do so through a combination of training courses which we organise for teams and courses identified for individuals. If you find a course which you consider will help you in your role, please speak to your manager and HR.

Other opportunities lie in the wider business. Learning about ‘a day in the life of...’ another colleague is actively encouraged. As opportunities arise, as appropriate, we like to consider our current team first, whether that is for promotion or a sideways move into a different specialism.

Flexible working

LaingBuisson has a flexible working policy. While our normal office hours are 9am-5:30pm in all of our offices, our employees are welcome to work flexible hours subject to the needs of their team and the agreement of their manager. As a Financial Research Executive, we would expect you to spend most of your time at the office so that you can interact with and learn from colleagues.

Following the pandemic, we have adopted a hybrid working policy and colleagues are able to work some days at home and some days at the office. We would discuss your preferred working pattern with you when you join.

Salary

We offer a competitive salary which is reviewed annually.

The starting salary for this role is £27,000.

Holidays

Full time staff have 23 days leave per year plus paid holiday on the usual bank and public holidays as recognised in England (i.e. New Year’s Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, Late Summer Bank Holiday, Christmas Day and Boxing Day).

Bonus

LaingBuisson operates a discretionary bonus scheme for all employees who have been employed for the full calendar year in question. It is based on your performance and the profitability of your department. This means that if the company and department does well and you meet your performance targets you may be eligible for a payment when our Executive Committee considers the bonus pool.

Pension

LaingBuisson offer an autoenrolment pension which you will be eligible for once you have completed 3 months' service. The current contribution rates are 5% (employee) and 4% (employer).

Other benefits

The other benefits offered by LaingBuisson include:

- Life Insurance (4 x salary)
- Season ticket loan
- Cycle to work loan
- Tech loan scheme
- Employee assistance programme

The role of Financial Research Executive

The Financial Research Executive works within our Research division, monitoring, verifying, analysing and entering financial data for providers across the UK healthcare sector. The role demands a high level of accuracy and attention to detail as well as first-class auditing skills and the ability to communicate with a wide range of individuals at all levels. You will be primarily responsible for entering financial reports into our proprietary database.

Key responsibilities include:

- To enter financial reports of companies in the UK healthcare sector on to the LaingBuisson database
- To check the accuracy of the data entered and make corrections where required.
- To assist consultants with the development of market reports, ensuring project deadlines are met, and with the development of financial data products.
- To produce tables and indices to be included in our journals, *Care Markets*, *Healthcare Markets* and *Healthcare Markets International*.
- To communicate with individuals at all management levels in organisations to obtain and verify information.
- Other duties commensurate to a role of this type and at this level.

Personal skills and attributes:

- Strong accounting skills – these will preferably be backed by a recognised accounting qualification. You will have the ability to interrogate, analyse and interpret profit and loss accounts and balance sheets.
- Communication – ability to clearly and effectively communicate with colleagues, clients and management (verbal, written and telephone).
- Well-organised – you will plan and prioritise work effectively to meet strict deadlines in line with project expectations.
- Analytical – you will possess superb levels of accuracy and a very strong attention to detail.
- Flexible – and you will have the ability to use initiative to identify and solve problems.
- Team-player – you will need to collaborate with others to complete projects.
- Computer literate - strong proficiency with MS Office tools and a working knowledge of databases.
- Disciplined – you will have the ability to work to deadlines and under pressure and willingness to ‘do what needs doing’ when timescales are tight.

Education:

- A recognised accounting qualification or ‘qualification by experience’.

What's expected of you?

A job description is all very well, but what will you be doing on a day to day basis? As a Financial Research Executive you will be doing the following:

- Collating financial data from the published company accounts of companies operating in the healthcare and social care sectors.
- Making adjustments to the data according to pre-established rules to ensure that it is fully comparable.
- Entering financial data to the LaingBuisson data warehouse and checking the work of your colleagues.
- Working on tables and indices that we publish monthly in our journals, *Care Markets*, *Healthcare Markets* and *Healthcare Markets international* and on the financial data that we publish annually in our market reports.

The work of our Financial Research Executive is overseen by William Laing, Executive Chairman. Other key relationships include:

- Our Chief Operating Officer, Heidi Malaure who is also the line manager of the research team.
- Our Commercial Director, Sarah Ward.
- Our report authors, many of whom are consultants who work with us on a project-by-project basis
- Our Research Project Manager, Michael Neaves, who co-ordinates the publication of our reports.
- Our research team, whom you will liaise with on the financial data required for our market reports.
- Our data team, based in Blackpool
- Our journal editors, who mostly work from home.

While we will provide you with the support you require to succeed and you will need to work collaboratively, you will also have a high degree of autonomy and independence and you will be encouraged to take responsibility for your own workload. Our ideal candidates will have the skills, experience and drive to progress and advance their careers within LaingBuisson.

How to Apply

To apply, please send your CV and a covering letter to jobs@laingbuisson.com quoting FRE0921 in the subject line.

This is where you make your case for the job. Please read the job specification carefully and make sure you tell us how you fit the person specification and what you could bring to LaingBuisson and this role.

If your application is taken forwards, you may be asked to provide further information, to complete a work-related assessment and be invited to an interview.

Applications will be reviewed on a rolling basis.

Before applying, please note the following:

- LaingBuisson is committed to promoting equality and diversity in all our work. We welcome applications from all suitably qualified people regardless of their race, sex, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, religion or belief.
- This role is offered on a full-time basis.