

Funding Analyst in Pharmacy Funding Team

Why community pharmacy, and Community Pharmacy England?

Community pharmacies (sometimes known as local or high-street pharmacies) are a hugely important sector in England and a part of the extended NHS family. Pharmacy businesses come in various shapes and sizes, from independent family-run businesses with a single pharmacy, through to bigger companies operating nationwide – Community Pharmacy England represents all of them. The sector now offers a wide range of clinical and public health services, alongside the dispensing of medicines, and will undoubtedly continue to change in line with the changing requirements of the NHS and expectations of the public.

Community Pharmacy England is the negotiating body for all NHS community pharmacy owners (contractors) in England. Our role includes negotiating funding and pharmacy services with HM Government and the NHS; championing pharmacies, and providing information and guidance for pharmacy owners and teams.

The role

The funding analyst has responsibility for developing a centre of expertise in analysis to provide analytical solutions for funding and other policy projects, and also to facilitate analysis conducted elsewhere within Community Pharmacy England. The role involves providing information and guidance, in writing and by phone, as well as significant data analysis and report writing.

This role would suit a maths, statistics or economics graduate, or an individual who has previous data analysis experience. Experience using data analysis or business intelligence systems would be beneficial. This role offers the opportunity to work within a small team who have extensive experience within the area of pharmacy funding policy.

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☎ 0203 1220 810
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🌐 cpe.org.uk

Community Pharmacy England is the operating name of the Pharmaceutical Services Negotiating Committee.



Key personal requirements

The post-holder needs:

- To be self-motivated and work well alone as well as part of a team
- To be comfortable working in a complex and technical subject area
- The ability to be responsive to changing work needs
- A keen attention to detail and accuracy
- To have good numeracy, memory, and focus
- To be computer literate – including Excel/Word/PowerPoint
- To work in accordance with Community Pharmacy England's information security and confidentiality procedures
- Must have the right to work in the UK, as this is a UK based role

Main Duties

- Develop a centre of expertise in analysis including data and techniques
- Develop Community Pharmacy England's data and information handling capacity, verifying data sources and maintaining up to date written SOPS
- Monitor and report on delivery of funding to community pharmacies
- Build and demonstrate a broad understanding of analytical techniques and tools
- Answer pharmacy contractor queries
- Produce statistics and reports
- Ensure effective publication of data to target audiences
- Ensure payment forecasting methodology is robust
- Provide research and modelling support to the Funding Strategy Manager
- Undertake other projects as required by Community Pharmacy England

This role is offered under hybrid working arrangements – a mixture of home based but with requirements to attend/work within the office environment, when designated to do so in accordance with Line Manager request. It is therefore essential that the post-holder:

- Can work at our office in Central London when required
- Can demonstrate effective communication and time efficiency within a remote working environment



Job vacancy details

- **Employment type:** Permanent, full-time (Monday to Friday, 35 hours per week)
- **Location:** Hybrid working (remote/central London)
- **Salary:** £27-30k, dependent on experience
- Full time position of 35 hours per week
- 25 days paid holiday

Application process

Applicants should send a CV and covering letter with '**Application for Funding Analyst vacancy**' in the subject line of the email to shine.brownsell@cpe.org.uk

Applications close at 5pm on Sunday 3rd September 2023. (Note, the application process may close earlier if high volumes of applications are received.)

Due to the anticipated level of applications interviews and written tests will be conducted either in person or via Zoom/Teams/email.

We really appreciate your interest in Community Pharmacy England. In the event of high volumes of applications we may only contact you if you're successful in getting through to the interview stage.

No recruitment agencies please.