

**Job Description:**

**Finance Business Partner**

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| Function: | Global Supply Management Finance |
| Position: | Finance Business Partner |
| Job holder: | Vacant |
| Date (in job since): |  |
| Immediate manager  (N+1 Job title and name): | Vincent Josse, Global Finance manager |
| Additional reporting line to: |  |
| Position location: | Stevenage / Home Working |
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| 1. Purpose of the Job – State concisely the aim of the job. | |
| The Finance Business Partner will be hired at Sodexo Global Services (SGS), the entity that negotiates supply management agreements with global suppliers that benefit Sodexo affiliates around the world. SGS signs broker contracts with the global suppliers to promote them within the Sodexo Group and manages the overall relationship in compensation for a broker fee.  The role is about being the Finance Business Partner for the broker activity engaging with the food and non-food Global Buyers (FM, Indirect and Uniform) and with the regions’ supply management teams to optimise the attractiveness and the performance of the broker contracts. | |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To be the Subject Matter Expert on broker contracts, guiding the other members of the broker finance team to model the fee calculation. * To build a partnership with the Global Buyers, providing tools to design new broker contracts, simplify existing contracts, negotiate with suppliers, drive conditional fees thereby obtaining the best remuneration and optimising cash. * To partner with the regional Supply Management teams to understand the impact of the local business trends on broker fee and to explain the broker fee construction and calculation. * To build reports and analysis to Management, recommending levers to improve performance and outlining associated risks and opportunities in support of decision making. * To lead process improvement projects and challenge the current way of working. |

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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * The Broker fee is a result of a complex calculation and accounting treatment. The business partner must transform this complexity into clear messages to our stakeholders. * The level of purchases eligible for the broker fee can be difficult to forecast due to the intermediary of distributors and the specificity of our GPO (Entegra). The business partner must critically evaluate the purchase data and guide our affiliates to improve their forecast. * Tight deadlines for budget, forecast, reconciliation and year end submission. * Compliance required with accounting rules: broker fee is audited by external auditors for group and statutory audit. |

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| 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * P&L maximisation: * Influencing the global buyers to optimise the use of the broker contracts * Maximizing the amount of fees reconciled with suppliers with the back-up provided by countries * Cash Flow maximisation: * Monitoring the amount of cash collected by the AR teams in Sodexo shared centres in Porto and India. If required, to liaise with buyers and Management to provide clear cash reports. To provide cash forecast to the UK finance function. * Fee modelling: * Guiding the broker team based in Porto to model the broker contract conditions in our contract management tool (PICS/BRMS) and to invoice the suppliers accordingly. * To be the end-to-end owner of process improvement projects. |

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| 2. 5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| * P&L Broker Fee = FY 25 29.6m€ * Accrued income (P&L not transformed in invoices) = £4.1m at the end of August FY24 * Account receivable (Invoices not converted in cash) = £0.1m at the end of August FY24 * Upside in reconciliation vs suppliers’ fee = +1.9m€ in FY24 |

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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| * Qualified (CIMA/ACCA/ACA) with 3 years minimum related professional experience * Commercially focussed background within a fast-paced business * Analytical mindset, able to identify risks, trends, and opportunities * Excellent interpersonal skills, with the ability to build strong relationships and communicate effectively * Involvement in change management and transformation plans * Demonstrable advanced knowledge of MS Excel and database systems essential * Working knowledge of the following systems desirable: SAP / Essbase |

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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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**Levels**

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Job holder Immediate Manager