

Job Description



Function:	Operations
Position:	Financial Administrator
Job holder:	Vacant
Date (in job since):	n/a
Immediate manager (N+1 Job title and name):	General Services Manager
Additional reporting line to:	Executive Chef
Position location:	Wellington College

1. Purpose of the Job – State concisely the aim of the job.
<ul style="list-style-type: none"> To ensure all departmental financial administration and bookwork is completed accurately, efficiently, in a timely manner and compliant to company standards.

2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- EprophIT management and invoice input/approval, including dummies and credit notes
- Month-end stock take with a senior chef or stores operative and book closure
- Weekly stock takes as and when required
- Completion of weekly 'flash' reports to monitor catering expenditure on a daily/weekly basis; these to be sent to Executive Chef, Contract Director and Catering GM by close of play Wednesday each week; to identify in preparing and monitoring of weekly food expenditure reports
- Reporting of monthly finances to the College
- Hospitality invoicing and internal/external client billing; completion of weekly internal issues and ensuring that every event/function/delivery is captured; for all outlets including V&A
- To update cost prices
- New vendor onboarding
- Preparing reports from the College system (Budget Viewer) for the General Manager
- Approving College invoices via the WAP portal
- Inducting new employees where applicable
- Right-Time System support
- Liaising with Payroll and Department Heads where applicable
- Help the team to implement DRIVE across the Catering department, supporting completion, tracking and admin associated. Providing end to end oversight as a key sponsor.
- Klimato (or equivalent); Wastewatch/Leanpath administration

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.

- Ensuring timely and accurate approval of all invoices
- Closing books at month end without delay or failure
- Ensuring all internal and external billing is precise and completed in a timely manner
- Liaising with central function to identify and overcome any technical or other issues that may arise; including SolutionLine

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.

- Be responsible for the acceptance and processing of all departmental invoices
- Ensure all books are closed with correct stock counts, ready for client billing at month end
- Ensure all internal and external hospitality invoices are created and sent within the correct week
- Understand and be able explain any discrepancies or anomalies that may arise, whilst having solutions to implement to rectify
- Have end to end financial oversight, understanding and control of the V&A financial mechanisms
- Managing, creating and updating all Microsoft Office documents
 - Internal Issue sheets
 - Daily Invoice Tracker
- Creation and management of other documents to support efficiency and precise operation of the business.
- Liaising with accounts contacts at non-EDI suppliers

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.

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6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- A keen eye for detail and aptitude for financial awareness
- Be proactive in problem solving, ensuring business continuity is maintained at all times
- Being dynamic and adaptable to ever changing market conditions that impact our business financially and working with the Executive Chef and Catering General Manager to mitigate any risk to the business
- An understanding of the financial flows within the department and the importance of maintaining this to prevent and avoid any delays or errors

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.



Date:

Date:

Currently Vacant

Job holder

Immediate Manager