

Job Description:   
Commercial Finance Manager

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| Function: | Transversal finance | |
| Job: | Commercial Finance Manager | |
| Position: | Commercial Finance Manager | |
| Immediate manager  (N+1 Job title and name): | Senior Commercial Finance Manager | |
| Additional reporting line to: | N/A | |
| Position location: | Hybrid (London / Manchester/Stevenage) | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | |
| * Take the lead on producing financial models and assumptions bringing together the client specification, proposed operational solution, commercial and financial aspects of the bid whilst providing granular detail of the price build up. * Acts as the finance and commercial support on Business Development opportunities, develop and champion effective commercials for allocated bids. * Work closely with the Business Development, Operations, Commercial functions to help develop financial proposals which reflect customer requirements and identify the most competitive price possible with alternatives * Collaborate with the BID project team and business stakeholders to ensure alignment of financial and commercial approaches applicable to each bid. * Identify and quantify risks associated to the tender, tender documents, and commercial terms * Support key teams to reach sales growth targets and develop working practices that are best in market and innovative. | | |

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| 2. Organisation chart – Indicate schematically the position of the job within the organisation. 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. |
| Senior Commercial Finance Manager  Health & Care Finance & Commercial Directors  Commercial Finance Manager |
| **3. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| This role sits at the heart of our bidding process, supporting strategic growth by delivering robust financial models that underpin new business opportunities. Operating in a fast-paced and competitive market, the successful candidate will play a critical role in shaping the financial viability of complex bids, working closely with business development, operations, and senior leadership to ensure proposals are both commercially sound and aligned with strategic objectives.  The key challenge in this role lies in balancing commercial competitiveness with financial integrity. The successful candidate must navigate tight margins, variable cost structures, and evolving client requirements while ensuring that all financial models are accurate, compliant, and strategically aligned. This includes identifying risks and opportunities, stress-testing assumptions, and providing clear financial insights to support decision-making. |

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| 4. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Act as a key member of the project team within each bid, and the point of contact for solution owners regarding cost details * Own the Bid financial modelling of each tender, translate different data sets and sources into the standardised models. * Read Bid documentation and provide reviews of terms vs normal practice, and commercial red lines * Contribute to tender clarification processes, identifying areas of ambiguity, errors, and conflicting terms * Accountable for identifying and ensuring appropriate bid financial analysis, benchmarking summaries and commentary, to support governance and decision-making processes. * Provide pricing, commercial and financial support to the Business Development Team. * Support the development of governance material. * Collaborate with operational colleagues and other members of the Commercial department during the mobilisation of successful tenders to ensure that all pricing commercial and contractual matters are understood. * Present commercial summaries and analysis to the bidding team, finance director and other senior leaders making financial outputs relative to non-finance stakeholders * Work closely with segments’ legal & commercial representatives to understand risks and that the contractual Schedules are appropriate and workable, including payment mechanisms, performance monitoring regimes, compensation on termination. * Collaborate with other Commercial Managers to ensure that grey areas of responsibility are being effectively covered. Possibilities include new services into existing contracts and market test avoidance proposals. * Build and maintain excellent relationships with key internal and external stakeholders. |

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| 5. 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. |
| * Produce bottom up pricing solution and complete internal financial models and client returns. * Risk and commercial management on opportunities, rebids, extensions * Facilitate the combined approach to legal, commercial, financial and technical solutions, ensuring alignment and that all contractual documents accurately reflect this combined position. * The production of robust and meaningful benchmarks that can be used by the Business Development, Business Improvement and Operational teams. |
| 6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Qualified Accountant (ACA, ACCA, CIMA). * Experience in analysing and working with incomplete data. * Excellent numerical and financial modelling skills. (Microsoft Excel) * High degree of accuracy * understanding of how contracts work with strong commercial awareness. * Able to liaise effectively with non-finance colleagues, sharing ideas and information. * Experience of collaborative working within a FMCG, FM, Services environment (Ideal). * Able to work independently, flexibly and professionally building relationships with key stakeholders. * Able to communicate effectively with colleagues and senior managers / directors. * Experience of working with budgets and financial targets. |

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| 7. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| 8. Management Approval – To be completed by document owner |
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