

Job Description:
Supply Management - Commercial Finance Manager

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| Function: | Centre of Excellence – Commercial Finance |
| Job:  | Commercial Finance Manager – Supply Management |
| Position:  | CommercialFinance Manager **– Supply Management** |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Commercial Finance Manager (Senior) – Supply Management   |
| Position location: | Hybrid – Stevenage / home worker  |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| The roles main responsibilities are:* Be a valued business partner to a large stakeholder group within Supply Management and establish a balanced approach which brings analytical insight and verification of the impact of supply chain price changes into the business.
* To review, validate and communicate the impact of supply chain pricing to the wider business, and make appropriate recommendations to manage risk and identify further opportunities.
* Accurately forecast future business volumes for the purposes of assessing procurement volumes and the impact on product and distribution costs.
* Lead the governance process and forums for reviewing and approving supply chain tenders and pricing.
* Be a subject matter expert across the business for the purposes of supply chain pricing and contribute to projects and new business tenders in the capacity of the SME.
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| 2. 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. |
| Coverage |  | Supply Management spend |  |  |  | SM Savings |  |  | €14m per annum |
| Food  | €300m |
| Non Food | €500m | Segments |  |  | All UK&I |
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| 3. 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. |
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| **4. 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. |
| * Validate and make appropriate recommendations regarding the impact, accuracy and acceptance of price changes from the supply chain.
* Make appropriate commercial recommendations and seek cost optimization opportunities to enhance business performance.
* Be a Subject Matter Expert for the management of logistics and distribution costing, and manage the appropriate costing and recharge mechanisms of supply chain distribution costs into the business.
* Undertake commercial evaluation of tenders and identify additional opportunities for value generation.
* Contributing to the delivery and achievement of the Regional strategic objectives, priorities and financial targets through strong business partnering and commercial finance influence over the activities of Supply Management.
* Make informed decisions and recommendations to the business, through data-led analytics, and influence senior stakeholders to ensure the correct decisions are converted into deliverable actions for optimised profit and competitiveness.
* Identifying and deploying innovative and efficient ways of working whilst enhancing governance and commercial control across multiple vendor contracts.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Review and validate supply chain pricing and manage the Identify and maintain appropriate market index measures against which Internal Inflation can be measured.
* Identify variation in the pricing demands of the operating business, and design and deploy appropriate pricing to meet the various business price demands on the product catalogue.
* Lead the formal monthly review of pricing changes and deliver a robust governance framework for the approval of supply chain contracts and pricing.
* Manage and maintain price files for the companies approved product range within the product database.
* Forecast business spend volumes and values for the purposes of assessing volumetric pricing.
* Track associated risks and opportunities associated with logistics costings and supply chain volume.
* Undertake pricing audits and establish control mechanisms which validate Supplier invoice pricing is consistent with the Product Database.
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| 6. 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. |
| * Communicate accurate product price data into the product and supplier data team.
* Guide buyers and Category Managers on the commercial validity of supplier deals and make appropriate impact assessments on business performance.
* Working as key business partner to a wide range of stake holders within Regional Supply Management, Global Supply Management and the Regions Segments and CoE. Drive engagement and comprehension to ensure operational and procurement activity aligns to the regional Strategic Objectives.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential*** Finance qualified professional.
* Experience of working in the commercial finance functions of global organisations.
* Exposure to a complex, contract driven business, and / or Supply Management function.
* Excellent IT skills particularly database and Excel / Microsoft Office
* Excellent communications skills being able to translate complex data into clear messages.
* Very strong analytical skills but with the ability to see the ‘big picture Ability to jointly apply commercial finance and control principles with sound financial accounting standards.
* Outstanding communicator with the ability to distil complexity to both senior and junior levels.
* Good team player with the ability to influence others and portray sense of direction, leadership and commitment to people at all levels.
* Strong evidence of resilience, energy and drive.
* Ability to work under pressure; think clearly and act decisively.
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| **Courage** - Stepping up to address difficult issues, saying what needs to be said, and developing and sustaining personal resilience at work**Collaborates** - Building partnerships and working collaboratively with others to meet shared objectives**Business insight** - Applying curiosity in and knowledge of the business and the marketplace to generate the insight required to meet organisational demands.**Communicates effectively** - Translating and conveying financial and non-financial information effectively to a variety of audiences using a range of mediums, including digital tools.**Digital readiness** - Understanding information, data and content in a digital environment. Helping the business to operate effectively in a digital world and responding appropriately to the constantly changing digital environment. Adopting a digital mindset in relation to all day-to-day work at Sodexo.**Financial rigour** - Applying analytical rigour in financial processes, outputs, decisions and advice based on the consistent adoption of fact-based and data-led approaches.Expected outcome is produced in a timely, cost-effective and quality-controlled manner.**Business relations** - Establishing and managing both internal and external relationships to meet organisational objectives and governance responsibilities. |

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| 9. Management Approval – To be completed by document owner |
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| Version | Version 1.1 | Date Sept 2024 |  |
| Document Owner |  |

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