

Job Description: GSM Analyst

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| Function: | Service Operations – Global Supply Management |
| Position: | GSM Analyst |
| Job holder: | |
| Date (in job since): | |
| Immediate manager (N+1 Job title and name): | Global Finance Controller – SM Performance |
| Additional reporting line to: | |
| Position location: | Stevenage |

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| <p>1. Purpose of the Job – State concisely the aim of the job.</p> <ul style="list-style-type: none"> An exciting phase in our worldwide Supply Management transformation journey is the continuous development of professional Supply Management (SM) financial capability. This role is a pivotal component in that ambition. This position delivers professional Financial Business Partner services to Global SM VPs for Facilities Management (FM), Indirect and their team members. |
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2. Main assignments – Indicate the main activities / duties to be conducted in the job.

Finance Business Partnering:

- Financial SM business partnering support of Global FM categories covering 7 regions plus global FM/indirect teams
- Providing insightful analysis and insights of strategic SM category development through Financial Modelling to regional and global teams
- Visibility, interpretation, and insights of the savings initiative's portfolio including progress against target/forecast and pipeline transparency
- Collaboration with all Supply Management regions across Sodexo whilst contributing to a strong analytical network of SM Finance colleagues globally
- Connecting performance of the function to the P&L

Processes:

- Continuous improvement of current processes across the Worldwide SM performance and KPI agenda
- Consolidation/ownership of FM and Indirect savings reporting on a monthly/quarterly basis
- Assist in preparation of all financial aspects of FM and Indirect Quarterly Business Review
- Ensuring all ad-hoc business projects has adequate reporting set up and in line with Global SM strategy
- Ad-hoc data gathering, modelling and interpretation

Projects:

- Building current FM/Indirect reporting into PowerBI
- Leading key European project in all finance related aspects and other finance related projects in line with Global SM finance roadmap
- Prioritisation of duties as this is an evolving role with high visibility and exposure to numerous senior stakeholders.

Note: This list is not exhaustive, accountabilities may vary dependent on locality or role complexity and may include any other duties considered reasonable by the line manager.

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.

- Continuous improvement of current processes across the Global SM performance and KPI agenda.
- Matrix management with numerous worldwide stakeholders throughout SO, Supply Management, Soft and Hard FM Platforms and SM Finance
- Data sourcing and maintenance aligned to other strategic data programs developing across SM worldwide.
- Prioritisation of duties as this is an evolving role with high visibility and exposure to numerous senior stakeholders.
- Critical to the success of the role is to gain a thorough understanding of worldwide FM Service and Indirect spend.

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.

- All applicable category strategy plans have robust financial models in place which remain relevant and maintained in accordance with the needs of each Category owner.
- Data, analysing, reporting, and recommendations. Reconcile multiple sources of data to analyse trends & opportunities; provide financial outputs for SM team requirements.
- Good financial governance principles with a bias for strong regional collaboration.

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.

- The scope of this role covers responsibility for financial modelling of all SM centrally owned Supply Management Indirect and SES Categories. (€2.4b across FM/SES/Indirect spend in FY24)
- The role directly supports the central buying SM teams with all centrally managed Indirect and FM supplier negotiations/tenders and related opportunities. (up to 50 opportunities annually) as required.
- Oversight of material volumes of data sourcing to enable financial model construction and analysis.
- This role owns the integrity of SM Performance and KPI reporting for SM reporting countries (27 countries)

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

- Degree level education & accountancy qualification (ACA/ACCA/CIMA)
- 3+ years post qualification/role relevant experience
- Supply chain experience desirable
- Global mindset with international experience an advantage,
- Fluency in English mandatory; any other language an advantage.
- Excellent Microsoft Office skills (Excel, PowerPoint and Power BI) and relevant data capture, storage & analytical tools/systems

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.



Levels

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Received:

Date:

Date:

Job holder

Immediate Manager