

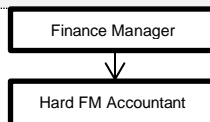
Job Description:

Function:	Healthcare Finance
Job:	Hard FM Accountant
Position:	Hard FM Accountant
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Finance Manager
Additional reporting line to:	
Position location:	Hereford Hospital

1. Purpose of the Job – State concisely the aim of the job.

- To be responsible for all financial transactions and reporting for HARD FM Profit centres and Balance sheet GL codes to a strict monthly timetable and to ensure that robust procedures and reconciliations for all Balance sheet items are maintained accurately and in a timely manner.

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.



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.

- Candidate must be able work in a timely manner to strict deadlines with a high level of accuracy.
- Candidate Must be able to build good relationships internally and also with external stakeholders.
- Candidate must have strong communication skills (able to deal with Non-financial Operational staff)
- Candidate should be wholly site based to ensure adequate understanding of the HFM contract and also to benefit from colleague support.

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

- Raise all HARD FM billings to client, throughout the month and before the last working day of the month together with all supporting documentation.
- Prepare all Accruals and Prepayments necessary in connection to all HARD FM profit centres
- Review all profit centres within HFM for accuracy and investigate and resolve any errors or omissions.

- Work with Operational Project team to ensure that all WIP is invoiced promptly and any queries are dealt with and resolved or escalated in a timely manner.
- Ensure all rechargeable invoices are created in accordance with the clients requirements and are accurate and complete.
- Ensure that the month end closure is carried out to the timetable deadlines.
- Ensure Robust Balance sheet reconciliations are completed each month for review by the Finance Manager.
- Maintain up to date Group B and Capped spreadsheets and prepare annual credit note.
- Assist the Finance Manager with Ad Hoc Requests
- Deputise for the Finance Manager where appropriate.
- Take ownership of the PO and PMO reporting to ensure items are correctly requested and Goods receipted in a timely manner and for correct values.
- Ensure that the procedures for requisitioning are adhered to
- Resolving any client queries on invoice submissions.
- Maintaining a detailed contractor spreadsheet to ensure correct accruals and prepayments are made each month, by checking all start and end dates and liaison with HARD FM staff. Be proactive in raising awareness of upcoming contract end dates and understand extensions and replacements are fully noted and understood.
- Review of cost centre activity and calculation of accruals and prepayments required each month.
- Complete the monthly workbook for all HFM inputs within 2 working days of the month end completion.
- Attend any WIP or project meetings to provide comprehensive financial status.
- Ensure all staff costs are coded appropriately.
- Support Finance assistants to cover adhoc duties during absences.
- Highlight any opportunities or risks that arise from work undertaken.
- To provide guidance and support to finance assistants/ operational staff as needed.
- Take ownership of the HARD FM reporting and gain an understanding of the contractual arrangements and assist in the annual tariff calculations and budget setting.
- Monitor Hard FM debt and ensure that this is collected in a timely manner and that any disputes are quickly resolved.

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.

- Ensure a strong control environment by working within Sodexo policies and procedures
- Work within Sodexo H&S policies to ensure accident rates are minimised.
- Ensure all reporting deadlines are met.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Good interpersonal and organisational skills
- Ability to work on your own initiative
- Ability to work as a team player
- Ability to communicate at all levels
- Attention to detail
- Good IT skills including MS Office (especially Excel)
- Experience of working within a pressurised and deadline focused finance role
- AAT qualified/ CCAB part qualified or Qualified by relevant experience

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<input type="checkbox"/> Nimble Learning	
<input type="checkbox"/> Decision Quality	
<input type="checkbox"/> Builds Teams Effectively	
<input type="checkbox"/> Communicates Effectively	
<input type="checkbox"/> Ensures accountability	
<input type="checkbox"/> Learning & Development	

9. Management Approval – To be completed by document owner

Version	One	Date	16.08.2023
Document Owner			