

Job Description: COMMERCIAL ASSISTANT



Function:	Finance
Job:	Commercial Assistant, Heritage Portfolio Scotland
Position:	Commercial Assistant
Immediate manager (N+1 Job title and name):	Finance Manager, Heritage Portfolio Scotland
Position location:	Edinburgh

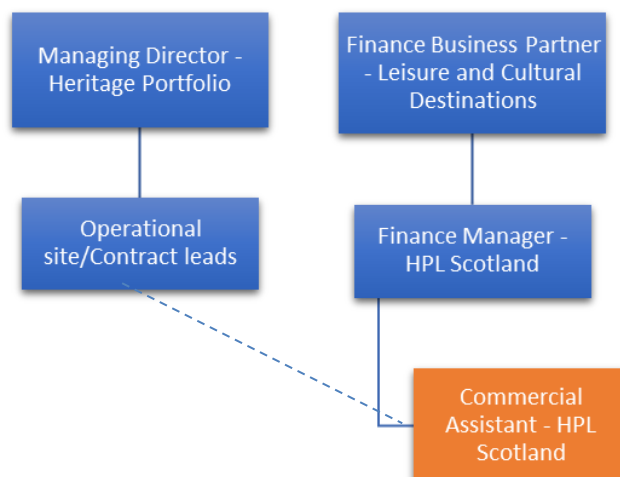
1. Purpose of the Job – State concisely the aim of the job.

- The overall requirement is for an operationally focused, robust, finance professional who can deliver a rigorous control environment, provide insight driven reporting and finance support to the operational teams.
- Support the financial operations and processes for all contracts under the Heritage Portfolio Scotland brand, to be robust, timely, accurate and clear
- Support key operational decisions and support robust analysis for presentation to the client and internal analysis.
- Form productive relationships with the operational teams, to help embed a stronger commercial focus & accountability and ensure budgets and forecasts are robust and owned.
- To support the preparation, production and reporting on the contract's monthly financial trading results and support the finance team in maintaining all financial control procedures relevant to their area including revenue and cost controls.
- Review monthly results with the Finance Manager and operational heads of department ensuring key revenue and cost drivers are high-lighted; challenge any overspends and provide this information accurately and on a timely basis.

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.

Rev FY23 est:	GP margin:			
Characteristics	<ul style="list-style-type: none"> ▪ The current business has contracts spread across Scotland. It includes 11 locations in Scotland, including RBGE, Perth & Musselburgh Racecourses, Signet Library, Dundas Castle and Mansfield Traquair . Expectation would be for the candidate to be mobile to travel across various sites 			

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.



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.

- Ensure accurate accounting entries in relation to purchase invoices, accruals and prepayments are actioned in line with the monthly and weekly timetables.
- Ensure weekly reconciliations of supplier accounts and any outstanding customer / client debt are actioned.
- Liaise with onsite teams to ensure all costs are accurately captured in the correct months.

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

- Ensure all purchasing procedures are adhered to and according to company policies.
- Monitor expenditure in line with budget and forecast by maintaining a controlled and concise procedure through a PO log to ensure there are no overspends. Consistently communicate over expenditure to the site GM and heads of departments.
- EprophIT management and making sure invoices are traded correctly and timely.
- Work closely with Sales team to ensure all events are invoiced & paid in a timely manner, and that events and all associated payments are recorded and tracked for balancing at month end. Trade, bank and account for all events revenues through E Prophit and SAP
- Help in getting debt collected in a timely manner by ensuring all events are billed correctly and maintain internal and external relationships whilst doing so.
- Assist in preparing and producing the monthly accounts, ensuring all revenues are accounted for by balancing sales back to the Priava system and preparing accruals and pre-payments to capture all costs are traded in the correct period.
- Produce regular forecasts, including Profit and loss accounts for functions and events on an adhoc basis so as to ensure they are as profitable as possible.
- Support the HOD's in all financial decision making and processing by providing any information requested & by providing any information that they need or is relevant to them.
- Assist in improving processes and procedures to increase the unit's profitability. Identify areas for improvement and liaise with Finance Manager to roll out changes as required.
- Managing payroll weekly. Checking hours worked and payrates for accuracy. Preparing uploads to complete the payroll process weekly.
- Monitor weekly rotas in relation to weekly business to ensure no overspends. Liaise with Operations team as to any overspends and advise accordingly.

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.

- Assist and advise the HOD's financially to ensure food, liquor and retail Cos %'s targets are met.
- Be compliant in all financial aspects in line with company procedures.
- Maintain good Internal and External relationships.
- Comply with all Company & client policies and procedures as required, together with statutory regulations and legislative requirements relating to such matters as employment law, safe systems of work, health & safety, anti-bribery, finance code of conduct etc

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

- Good Excel and variance analysis skills
 - Desirable to have good working knowledge of SAP, Eprophet, Priava or other large similar systems.
 - Desirable to have experience of producing management accounts, budgets and forecasts
 - Desirable to have knowledge of a retail and cash environment
 - Desirable to have knowledge of contract catering.
 - Experience of working with internal and external stakeholders
- Good interpersonal skills with the ability to communicate at senior and junior levels

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

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	
▪ Rigorous management of results	
▪ Brand Notoriety	
▪ Commercial Awareness	
▪ Employee Engagement	
▪ Learning & Development	

9. Management Approval – To be completed by document owner

Version		Date	19.12.2022
Document Owner			