

Job Description: Commercial Finance Manager Permanent



Function:	Finance
Job:	Permanent
Position:	Commercial Finance Manager
Job holder:	
Date (in job since):	N/A
Immediate manager (N+1 Job title and name): Head of Finance	Kevin Crabb – Head of Finance
Additional reporting line to:	Anne Roberts – Contract Director
Position location:	No fixed location.

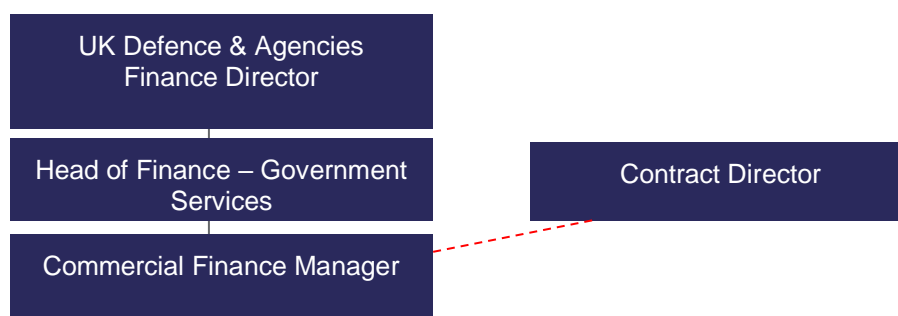
1. Purpose of the Job – State concisely the aim of the job.

- Provide direction, management and leadership in all commercial and financial areas including but not limited to: business analysis, reporting, accounting, planning, control and risk management for the Gov Services contract portfolio.
- Act as a Business Partner to the operations and support with roster implementation, month end processes, KPI monitoring and client reporting, whilst tracking and reporting all prevailing risks and opportunities.
- Partnering with Contract Director to provide commercial management and drive efficiencies

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.

Revenue FY22:	€31.5 m	EBIT growth:	n/a	Gro wth type n/a :	Outsourcing rate:	n/a	Region	Workforce	n/a
		EBIT margin:	12%						
		Net income growth:	n/a		Outsourcing growth rate:	n/a	HR in Region		n/a
		Cash conversion:	n/a						
Characteristics		<ul style="list-style-type: none">▪ Complex Portfolio of contracts including 4x PFI contracts, Fixed price Crown Commercial Framework contract + other direct client contracts▪ Portfolio dominated by HMRC contract across South and Central England. This is an elongated contract mobilization with multiple sites, stakeholders and services.▪ The portfolio is a mixture of fixed priced services with high volume adhoc revenues and cash sales.							

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.

- Manage contract finances to deliver financial and other agreed performance targets for contract.
- Ensure rigorous financial controls, governance and compliance for contract.
- Provide commercial leadership and management, so that contract expansion and growth is profitable and has appropriate governance.
- Support the Head of Finance (Govt Services) and the Contract Director (CD) and their senior teams in commercial decision making, mitigating risks and maximising profitability and cash collection
- Develop and manage robust budgeting and forecasting processes across the contract: identifying issues and opportunities and ensuring the CD and senior management teams have plans in place to address them.
- Assist the CD and Head of Finance to manage the annual budget process for the division and support the operational teams with relevant training.
- Identify key performance drivers and work with site management to deliver ongoing efficiencies.
- Actively support the CD in client negotiations and proposals for new and existing contract amendments

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

- Maintain full financial control and stability of the contract, ensuring budgets and forecasts are prepared accurately
- Deliver a strong management review and control process with senior stakeholders, engaging functional specialists as required.
- Support a complex programme of contract mobilisation and ensure accurate reporting of site and contract profitability.
- Build strong client relationships and successfully manage complex commercial activity and client negotiations.
- Undertake assessments of risks within financial performance and work with key stakeholders to implement mitigation strategies to address in P&L performance and/or cash management
- Apply commercial knowledge of contract to flag and account for any opportunities to increase profitability
- Define and progress contract amendments in response to Business/client/environmental changes
- Ensure robust financial controls across the contracts.
- Analyse and identify financial or commercial trends and provide insight in order to improve performance. Appropriate reporting and communication to key stakeholders within the contract, gaining their commitment to deliver agreed action plans.
- Provide commercial and financial modeling support to assist commercial bid teams and or clients
- Represent and champion Sodexo's interests proactively by managing the contract and working effectively with the client.
- Respond to internal and external requests and deadlines for financial information and reporting
- Identify trends and review financial performance outputs to influence contract strategy
- Prepare financial data for Sodexo reports and financial review meetings
- Operate as a key member of the management team, sharing information and participating in meetings, gaining experience through application and sharing of knowledge
- Gain operational buy-in and compliance to drive performance improvement
- Work closely with other Commercial Finance Managers to ensure issues are dealt with systematically and to share and develop best practice.
- Lead or support a cross-contract commercial finance project.

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.

- Compliant finance systems and processes in place across contract
- Effective financial management of the contract
- Robust financial procedures and control policies are in place
- Accounting timetables and processes are adhered to (budgeting, forecasting and reporting)
- Financial analysis of contract performance for month end reports and for adhoc requests
- Ensure client issues are resolved promptly and accurately
- Profit and cash flow is delivered within the agreed budget and forecast
- Delivers tangible profit improvement through successful and sustained implementation of project initiatives.
- Accurate financial and commercial models are produced in relation to bids and contract changes

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

- Qualified accountant.
- Outstanding track record in influencing decision making within a business and improving performance with substantial profit impact.
- Committed and dedicated financial professional who is prepared to work hard to deliver contract targets
- Previous experience gained in a commercial role, preferably within a similar environment/organisation.
- Demonstrates commercial acumen with a proven ability to innovate and implement continuous improvement
- Strong and engaging communication skills, written and verbal, with a proven ability to convey complex financial information or models in simple terms to managers and colleagues of different capability levels.
- Proven track record developing financial and commercial models which are used for strategic decision making
- Working knowledge of Word, Excel and PowerPoint
- Experience of SAP, Hyperion Enterprise and Hyperion Essbase
- Can demonstrate improvements in performance through utilisation of measurement tools and reports
- Creative and pragmatic approach to problem solving
- Preferably experience of mobilising a contract with tight budgetary constraints and ability to support the delivery of the contract transition plan

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

▪ Rigorous management of results	▪ Personal and influencing skills
▪ Business partner and trusted advisor	▪ Driving for change
▪ Financial Planning	▪ Focusing on client and customer
▪ Commercial management	

9. Management Approval – To be completed by document owner

Version	1	Date	09/05/2022
Document Owner	Kevin Crabb		

