

Job Description:
Government Schools Finance Analyst

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| Function: | Finance |
| Job:  | State Schools Finance Analyst |
| Position:  | Commercial Finance Manager |
| Global Grade: | G2 |
| Date (in job since): | - |
| Immediate manager (N+1 Job title and name): | Head of Finance State Schools |
| Additional reporting line to: |  |
| Position location: | Home / office hybrid (plus travel as required)  |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Commercial Leadership - providing commercial leadership across the Sub-Segment, assessing current contract performance, driving uniform best practice, growth opportunities, and optimising profit whilst minimising risk
* To gather, produce and analyse data within the Sub-Segment to promote high quality decision making and profitability improvement.
* To be highly focused on the strategic and commercial analysis of new opportunities and the interventions required to drive our growth in highly competitive environments whilst maintaining the focus on day-to-day financial performance of the business.
* Partnering Operations teams, as trusted advisor for all financial aspects of their contract management, leading budgeting and forecasting process, supporting client queries and technical questions
* Obtaining client variations and possible utilisation of Government funding in order to obtain equitable and profit optimising solutions with clients within the pandemic impacted environment.
* Identifying the cause(s) of poor or sub optimal performance, developing solutions to sustainably improve performance and where required provide support in the implementation of those solutions.
* Responsible for production and presentation of the accounts to the segment Finance Director.
* Engage with the wider Sodexo business to, on an ad hoc basis, contribute to company-wide projects, and identify existing best practices that could be translated to other segments
* To provide accurate post decision/investment analysis of project work undertaken
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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 |  | Revenue | £35m |  |  |  |  |  |  |
|   | Large portfolio of school contracts (c.400), supporting three business areas |

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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. |
| The role will be supporting the segment with the commercial risk management for a large portfolio of Schools, as well as supporting integration of the business into standard Sodexo systems and processesThe main areas of focus and challenge for the role will be:* Providing commercial support to segment, identifying efficiency opportunities and supporting the business to achieve growth targets
* To work within segment finance, supporting process improvement, data quality and insights
* To identify and mitigate performance gaps in the client portfolio contracts
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Commercial Leadership - Provide leadership to the Sub-Segment to ensure that contract performance is optimised - operationally, and with client and, as and where appropriate, Government support opportunities -, all processes and systems are simplified, strategic opportunities are identified and acted upon, and risks and issues are escalated where required.
* Contract Management - ensure profits are optimised and contract specifications met.
* Contractual Terms - Negotiate client contract terms in compliance with group procedures and legal advice in order to achieve optimum risk / return positions.
* Key Relationships - Focus on development of strong internal and external relationships. Operations / Account Directors, Financial Controller, BDMs, Legal, Insurance and IS&T are the main internal interfaces. Externally the focus is on building appropriate relationships with client/supplier commercial staff as well as professional associations where appropriate.
* Pricing - Responsibility for contract pricing, including compilation of cost models, analysis of proposed submissions and presentation of proposed pricing for approval.
* Governance - Ensure commercial compliance with all Sodexo governance requirements including Segment and Region, Insurance, Legal etc
* Contract Change Management - Implement process and procedures to capture contract changes and ensure all billable activities are appropriately negotiated with the relevant client.
* Reporting - Responsible for production and presentation of the accounts to the segment Finance Director
* Financial Compliance - Ensure that where appropriate Group accounting policies are being adhered to in the delivery of solutions
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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. |
| * Contract performance optimised, with obtaining of client variations and utilisation of Government funding schemes as and where appropriate
* Ability to work cross functionally and gain buy-in to drive business wide performance improvement (Digital, food management and resourcing tools)
* Competitive and commercial bids produced
* A high-quality supply of information to the business being maintained to ensure accurate and well considered decisions
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Qualified Accountant
* Commercial acumen - Strong commercial decision-maker and negotiator
* Communication - Ability to digest complex commercial information and communicate it effectively in all formats to a broad range of stakeholders
* Numeracy - comfortable dealing with complex financial assessments in high pressure environments.
* Legal - experience of drafting, reviewing and negotiating contractual terms
* Coaching - Ability to coach and motivate Operational and site personnel to deliver commercially
* Influencing skills - Aware of key decision-makers and able to influence positively
* Working with others - Able to understand different perspectives and adopt different styles to achieve business aims
* Business awareness - Proactively sees business risks and opportunities and takes appropriate action to address and improve business performance.
* Planning - Ensures appropriate plans are in place to deliver initiatives on time and with the anticipated benefits at the forecasted cost. Has previous experience of delivering projects in a large organisation.
* Continuous Improvement - Track record of engaging in place tangible plans and targets and gaining business-wide commitment for their delivery. As well as seeking opportunities to improve from external sources of interest, data, and information to prompt innovation
* Leadership skills - Able to communicate clear objectives across a number of functional areas and across a variety of individual client environments
* Accountability - Steps forward to address business issues and is accountable for decisions.
* Technological Skills - A demonstrable interest in systems and technologies, excel and database tools
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * **Customer focus –** Building strong customer relationships and delivering customer-centric solutions
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| * **Drives results -** Consistently achieves results, even under tough circumstances.
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| * **Communicates effectively –** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audience
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| * **Collaborates –** Building partnerships and working collaboratively with others to meet shared objectives
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| 9. Management Approval – To be completed by document owner |
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| Version | 1.0 | Date | Jan 2025 |
| Document Owner | Jen Taylor |
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