

Job Description: Finance Business Manager

Function:	Finance
Position:	Finance Business Manager SAP(Finance Manager (Large) - H1 - SAP ID 268)
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Mohammad Saeed
Additional reporting line to:	Prison Director
Position location:	HMP Lowdham Grange

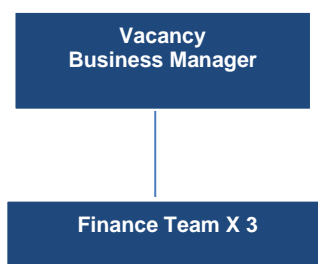
1. Purpose of the Job – State concisely the aim of the job.

- To provide financial leadership to the operational team at HMP Lowdham Grange
- Provide insight driven reporting and support for key contractual commercial decision making, identifying efficiencies and profit improvements, supporting the delivery of segment and regional initiatives and ensuring robust control processes are in place.
- Responsible for all budgeting, forecasting and month end processes and reporting.
- Develop effective working relationships with key operational stakeholders through strong collaboration.

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	Revenue - €35m p.a.	Growth type: n/a	Outsourcing rate: n/a	Region Workforce	tbc
			Outsourcing growth rate: n/a	HR in Region	tbc
Characteristics	<ul style="list-style-type: none">▪ Prepares, develops and analyses key financial information in preparing budgets and forecasts to ensure future stability, growth and profitability.▪ Maintain the key company policies including the financial, procurement, travel policies and procedures and the management information systems.▪ Provide a high quality support service liaising with all the management colleagues on all aspects of finance.▪ Ensure effective management of the finance department with three direct reports.				

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.

- Review and analyse financial trends and contractual obligations in preparing budgets and forecast.
- Internal review of contracts and performance against KPI's.
- Cost bench marking against other prisons within the portfolio and provide recommendations and actions to Management.
- Working to strict deadlines and delivering a high standard of output.
- Promote financial awareness in the wider prison across all departments.
- Ensure finance department runs smoothly and provide effective services to the internal and external stakeholders.
- Ensure all contractual obligations are known and understood to allow for maximum profit achievement and robust contract management.

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

- Contribute to the Government segment and Sodexo policy and business development by leading and participating in projects, groups and meetings as appropriate.
- Oversight of core, periodic reporting and analysis – ranging from management accounts to trend analysis, from compliance to statutory reporting.
- Review process and procedures on an on-going basis and consistently drive continuous improvement and adherence and compliance with new ways of working and systems.
- Challenge and support the development of efficient and cost effective labour structures and operational reporting within the prison.
- Work closely with Procurement to maximise input pricing efficiencies without compromising operational service delivery.
- Promote the prison as a Quality of Life Services provider for the client.
- Contribute effectively to the Operational and Finance SMT's agenda for business improvement.
- Action the agreed Business Plans on time and within budget to meet the needs of the business
- Identify, manage, control and review prison financial and contractual risks to support and develop the management of Sodexo's risk management framework and process.
- Develop your team to provide effective cover and create career development opportunities that would benefit individuals and Sodexo (succession planning etc).
- Use the contract change process to identify and resource new work.
- Engage effective communication, internally and externally to deliver your accountabilities
- Support and oversight of proactive management of health & safety at the prisons

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.

- Achieve budget and forecast targets as set.
- Review of cost centre reports with Senior Management Team monthly and take proactive approach to manage risks & opportunities.
- Ensure accounting controls, policies, procedures and compliance are maintained according to company policies.
- Carry out continuous regular reviews of working practices and processes to ensure efficient and cost effective operations and suggest improvements.

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

- Qualified Accountant with minimum 5 years PQE.
- Strong reporting and organisation skills.
- Experience of working within a large, multi-service FM contract environment desirable.
- Knowledge of SAP, Essbase (Smart View) desirable.
- Outstanding track record in influencing decision making within a business and improving performance with substantial positive profit impact.
- Substantial analytical skills able to understand complex issues and advise and able to prioritise action plans to resolve
- Client (Customer) and / or Supplier contact evidenced by the ability to make and influence profitable decisions on behalf the business.
- Strong interpersonal and influencing skills for managing senior level stakeholders.
- Strong commercial acumen, willing and able to challenge accepted practices and processes.
- Able to demonstrate tangible delivered improvements in business performance.
- The ability to combine strategic and analytical perspectives with a pragmatic approach. Also the ability to keep focus on day-to-day performance whilst simultaneously working towards longer term goals.
- .

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	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	
▪ Commercial Awareness	
▪ Employee Engagement	
▪ Learning & Development	

9. Management Approval – To be completed by document owner

Version	1.0	Date	31/10/22
Document Owner	Jo Seaton		

10. Employee Approval – To be completed by employee

Employee Name	Mohammad Saeed	Date	31.10.2022
---------------	----------------	------	------------