

Job Description:
**Commercial Finance Analyst**

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| Function: | Finance  |
| Position:  | Commercial Finance Analyst x3 |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Head of Financial Analytics (Amish Patel) |
| Additional reporting line to: |  |
| Position location: | No Fixed Location |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * **Provide financial reporting and insight that enhances transparency & business performance.**
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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. |
| Revenue FY22: | £1.8bn | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | Tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | Tbc |
| Cash conversion: | tbc |
| Characteristics  | * Central finance role covering the UK&I region. Servicing central support functions & all 6 major segments. Great opportunity to better understand the region as a whole
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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. |
| * Ensure business critical reporting runs smoothly for the segment.
* Consider appropriateness of current reporting outputs and strategy. Identify and cease non-value adding analytical activity
* Define reporting development needs and deliver regular insightful reporting from within Power BI
* Review and engage with the service platforms and deliver demand led reporting
* Establish business partnering relationships and yield influence across the business stakeholders
* Ensure reporting output is coherent and consistent with Regional and Global standards
* Champion the transition towards regionalised solutions.
* Translating data into a relatable narrative to influence stakeholders from a diverse array of disciplines & technical abilities
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| **Deliver*** Deliver standard monthly financial management reporting and key performance indicators.
* Define and deliver reporting developments
* Collaborate with the team on activities to streamline, standardise, automate & reduce duplication
* Lead on monthly business improvement reporting to the global team
* UK&I data steward for STEP reporting platform
* Ensure data accuracy, consistency & timeliness

**Insight & engagement*** Reporting and communication to key stakeholders within the segment, gaining their commitment to deliver agreed action plans.
* Identify insights to influence stakeholders & inform strategy
* Addressing relevant queries from the business
* Work closely with a range of stakeholders to assess needs, developments & user satisfaction.
* Work closely with the segment to ensure issues are dealt with systematically & share/develop best practice.
* Drive digital engagement, understanding and usage
* Ensure work is executed collaboratively
* Collaborate with the team on activities to streamline, standardise, automate & reduce duplication
* Provide commercial and financial modelling support to assist commercial bid teams and or clients

**Other*** Lead or support Regional analytical developments as directed by the Head of Analytics
* Help embed ways of working within the team.
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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. |
| * Integrity of analytics and maintenance of data (accuracy, efficiency, relevance & utilisation).
* Build and maintain agile and insightful reporting
* Delivery of standard monthly reporting to the business
* Ensuring reporting integrity, accuracy, efficiency, relevance & utilisation
* Remain up to date with skills relevant to insight & analytics.
* Managing stakeholder expectations
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Solid experience of delivering customer centric solutions with a strong user experience
* Experienced in building, deploying and maintaining a digital analytical reporting suite
* A genuine interest in analytics, thriving on independently learning new skills & practically deploying them into the business
* Strong problem solver & commercially minded: able to dissect a problem, identify bottlenecks, constraints, issues & find solutions or actions.
* Able to understand & distil complex data & processes from a wide range of subject matters.
* Graduate calibre with associated professional finance or statistical qualification / experience.
* Can demonstrate an ability to build relationships at all levels & influence decision making to improve performance
* Strong and engaging communication skills with a proven ability to convey complex information in simple terms to colleagues with different levels of capability. Positive, professional and articulate
* Resilient with the ability to manage short and medium-term deadlines, competing priorities & work through ambiguity
* Competent at planning and able to manage short and medium-term deadlines and competing priorities
* Work quickly and autonomously towards a plan but have the skills to re-prioritise as required
* Willing to travel across the UK to understand and engage with the business as needed
* A mindset of continuous improvement, innovation & willingness to go above & beyond
* Natural collaborator who seeks out & supports feedback & views from a diverse audience
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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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| * Good communication skills
 | * Personal and influencing skills
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| * Business partner and trusted advisor
 | * Driving for change
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| * Innovation & Change
 | * Analysis & Decision Making
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| * Accountability
 | * Customer Focus
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| 9. Management Approval – To be completed by document owner |
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| Version |  | Date |  |
| Document Owner |  |

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