

**DEFENCE & GOVERNMENT SERVICES**

Job Description:
Finance Manager

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| Function: | Defence & Government Services |
| Generic job:  |  |
| Position:  | Finance Manager |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Head of Finance |
| Additional reporting line to: |  |
| Position location: | Salford (plus travel) |
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| 1. Purpose of the job  |
| 6 month secondment / temporary role to support contract de-mobilisations, month end and year end reporting and any other ad-hoc tasks as required* Provide financial support to the contract teams at NerMAC and Wales/Midlands with regard to de-mobilisation
* Support month end site reporting, bottom up budgeting and subsequent forecasting
* Assist with balance sheet analysis for year end and clearance of overdue debt and overpayment allocations
* Involvement in segment month end reporting (production of standard reporting/analysis)
* Liaise with FSS to aid resolution of supplier queries /Basware queries etc
* Any other ad-hoc tasks as required by Head of Finance
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| 2. Dimensions  |
| Revenue FY17: |  | EBIT growth: | - | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: |  |
| Net income growth: | - | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | - |
| Characteristics  |  |

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| 3. Organisation chart  |
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| **4. Context and main issues**  |
| * Motivated individual for 6 month secondment role with minimal supervision required
* Ensuring accuracy and diligence in supporting de-mobilisation plans, reporting and year end analysis
* Data gathering and ensuring accuracy of information with regard to bonus calculations and other ad-hoc requests
* Ability to work and form relationships with wider finance team and operational teams to support budgeting/forecasting and year end audits
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| 5. Accountabilities |
| **Leadership and people*** Role model the focus on five behaviours to improve engagement, enhance performance and retain Investors in People accreditation
* Provide support to services managers to develop their teams and assist coaching managers in all finance and commercial areas
* Build personal effectiveness in all situations

**Risk, governance and compliance*** You will demonstrate an understanding of all company risk, reporting and governance processes, ensuring that these are fully applied, complied with and adhered to
* Relationship management, client and team
* All finance processes are delivered in accordance with the finance calendar and timetable

**Continuous development*** Demonstrate systems expertise, working with the finance community to learn and fully utilise Sodexo database tools so that information can be drawn on a regular and ad-hoc basis
* Learn primary visual basic skills to facilitate further system development and maintenance of Finance files.
* Recommend opportunities to enhance business performance through innovation and cost efficiency gained from effective financial and commercial analysis
* Continuous professional development in industry/specialism

**Service Excellence*** Drive all aspects of service excellence across the business area including brand integrity, quality, compliance, Sodexo’s corporate social responsibility and service standards
* Promote Sodexo as the preferred employer, internally and externally, adhering to the Sodexo recruitment policies and raise the profile of Sodexo in local communities, building relationships with key stakeholders
* Live the Sodexo values and promote brand standards as an ambassador.
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| 6. Person Specification  |
| Essential* Accounting qualification or equivalent practical experience in a finance environment
* Excellent numerical skills and attention to detail
* Proven recent and successful Finance department experience which demonstrates ability to achieve success in this role
* Excellent interpersonal skills and ability to communicate effectively with customers, clients, and staff at all levels on the site and within the Finance function
* Dynamic, flexible and able to respond quickly to ad-hoc requests
* Experienced in Microsoft Office and complex Excel spreadsheets
* Experience of SAP
* Good presentation skills
* A self-starter capable of working individually and as part of a team

Desirable* Previous experience in MI reporting and commercial analysis
* Strong system/database design/management and extraction skills
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| 7. Competencies  |
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| * Growth, client and customer satisfaction, quality of services provided
 | * Industry acumen
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| * Rigorous management of results
 | * Analysis and decision making
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| * Leadership and people management
 | * Planning and organising
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| * Innovation and change
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| * Brand notoriety
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| 8. Management Approval – To be completed by document owner |
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| Version | 1 | Date | 18th July 2017 |
| Document Owner | Jo Seaton |

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