

**DEFENCE & GOVERNMENT SERVICES**

Job Description:   
Finance Manager

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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) | | | | | | | | |
|  | | | | | | | | | | | |
| 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 | | | | | | | | | | | | |
|  | | | | | | | | | | | |
| 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 | |  | | | | | | | | | | |

Draft. Version: 27-03-2014

|  |
| --- |
| 3. Organisation chart |
|  |

|  |
| --- |
| **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 |

|  |
| --- |
| 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. |

|  |
| --- |
| 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 |

|  |
| --- |
| 7. Competencies |
| |  |  | | --- | --- | | * Growth, client and customer satisfaction, quality of services provided | * Industry acumen | | * Rigorous management of results | * Analysis and decision making | | * Leadership and people management | * Planning and organising | | * Innovation and change |  | | * Brand notoriety |  | |

|  |
| --- |
| 8. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1 | Date | 18th July 2017 | | Document Owner | Jo Seaton | | | |