

Job Description: Finance Manager University Hospital South Manchester



Function:	Finance
Job:	Finance Manager – University Hospital South Manchester
Position:	Finance Manager – University Hospital South Manchester
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Commercial Finance Controller
Additional reporting line to:	Head of Hard Services, Head of Soft Services
Position location:	Hybrid working – University Hospital South Manchester

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

- Finance Manager based at the client site at Wythenshawe Hospital. The role involves managing the day-to-day finances, supporting commercial decision making, financial performance and identification and negotiation of contract variations.
- Providing expert financial advice to operational management, facilitating the delivery of budget and other initiatives that will drive financial performance within the contract. Business partnering with the service leads and working with our client on an established, profitable contracts generating over £30m of profitable revenues per annum.
- To develop, maintain and analyse accurate weekly and monthly KPIs and Management Information, assisting the management team in the efficient running and improvement of the contract and ensuring the delivery of budget/forecast targets.

2. Dimensions

Revenue FY25:	£38 m	EBIT growth:	N/A	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	N/A
		EBIT margin:	N/A			Outsourcing growth rate:	n/a	HR in Region	N/A
		Net income growth:	N/A						
		Cash conversion:	N/A						
Characteristics ■ N/A									

3. Organisation chart



4. Context and main issues

- Providing a high level of financial support to the senior site managers and Commercial Finance Controller.
- Provide clear reporting to stakeholders
- Delivery monthly financial results with detailed variance analysis
- Delivery of accurate forecasts
- Positive contribution to development and implementation of innovation
- Embrace and assist in the delivery of change
- Support in identification of variations to contract.

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

Act as financial support for both the Hard and Soft Service contracts. This will involve, but is not limited to:

- Supporting the Operational Managers and commercial finance controller in all significant decision making.
- Complete the annual budgeting and quarterly forecast process with the senior site managers. Challenging and supporting this process as appropriate.
- Work with senior site management to deliver accurate monthly accounts to reflect all activity within the account, ensuring that items such as WIP, Lifecycle, variations, rechargeable works and major project activity are represented accurately.
- Ensure that Sodexo is billing in line with the mechanism(s) set out within the contract and that all invoice back up documentation is accurately collated and presented to the client to ensure invoices are paid in accordance with contractual terms.
- Review and analyse site performance and provide commentary prior to declaration of financial results
- Take an active role in supporting and leading in client meetings (e.g. Variation meetings).
- Actively work with the Commercial Finance Controller and the senior site management team to raise commercial and contract awareness across the site to all Sodexo employees in order to optimise financial performance within the framework of the contract.
- Seek to continually improve processes to eliminate administration burden and maximise opportunity to provide decision support, keeping up-to-date with changes in policy, procedure and legislation, and revisiting key policies regularly to ensure the department is up to date on Finance practices.
- Delivering a strong management review and control process with the senior site management team.
- Support a robust forecasting process, identifying issues and opportunities, working with the Commercial Finance Controller to ensure that the senior site managers have action plans in place to address them.
- Ensure financial control environment is properly implemented within both services, especially around weekly/monthly trading accounts, stock management and cost control.
- Work with the Commercial Finance Controller and operational teams to analyse performance trends, risks and opportunities and to determine how best the insight from this work can be turned into real performance improvements in the business. Once agreed, support and drive the implementation of this into the business e.g. control of subcontractor costs, identification of rechargeable costs/services and labor management.
- Providing financial advice to operational management, assisting in driving performance through commercially sound decision making and analysis.
- Develop a strong working relationship with the senior operations team - ensure they are all aware of current and future challenges.
- Deliver Weekly reporting to the management team, assisting them in identifying areas requiring action.
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- Support in the identification and negotiation of contract variations.
- Support the implementation and on-going delivery of Sodexo and Healthcare segment strategies as required, ensuring effective change management.

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.

- Working with the Commercial Finance Controller on all financial activities on the contract.
- Develop relationships with key stakeholders and attend client meetings as required.

- Support business reviews on a monthly and ad-hoc basis.
- Support Sodexo operational stakeholders, providing clarity to financial issues and review financial outputs (Solutions and Budgets).
- Present complex financial information simply.
- Completion of ad-hoc Finance-related studies/presentations/training as requested by key stakeholders

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

Essential:

- Experience of providing financial support to complex service contracts
- Strong communicator with the confidence to challenge, influence, and support at all levels
- Ability to work under pressure and ensure that deadlines are met
- Excellent commercial acumen with strong technical skills to deliver relevant, accurate analysis to facilitate decision making
- The ability to combine strategic and analytical perspectives with a pragmatic approach.
- The ability to keep focus on day-to-day performance whilst simultaneously pursuing longer-term opportunities
- Experience of financial modelling.
- Fluent English (written and spoken)

Desirable:

- Qualified (CIMA, ACA, ACCA etc) accountant or finalist level.
- Knowledge of healthcare business and agenda for change
- Knowledge of systems including EProphet, SAP

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- **Relationship Management** - is highly effective at building and maintaining business partner relationships internally within a matrix organisation and with a diverse client base.
- **Resilience** - sustains momentum when faced with challenges. Balances competing demands and responds well to changed priorities.
- **Impact and Influence** - communicates effectively and inspires people at all levels. Gains the commitment of others to drive towards and achieve a high-performance culture.
- **Analysis and Decision Making** - incisive and strong willed in focusing on achieving business goals. Able to analyse the cause of a problem and identify solutions.
- **Planning and Organisation** - consistently completes deliverables within deadline, within budget, and beyond expected quality, even under adverse conditions.
- **Continuous Improvement** - seeks to continuously improve outputs for the benefit of the business. Constantly raises the standard and quality of work, benchmarking against best practice.

9. Management Approval – To be completed by document owner

Version	1	Date	29/06/2023
Document Owner	Fiona Hingston		