

# Job Description:

## PoS Systems/Finance Administrator

Function:	Finance
Position:	<b>EPoS Systems Finance Administrator</b>
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Lee Kiefer-Smith
Additional reporting line to:	Charlotte Platt – Finance Manager - Ascot
Position location:	Ascot Racecourse

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

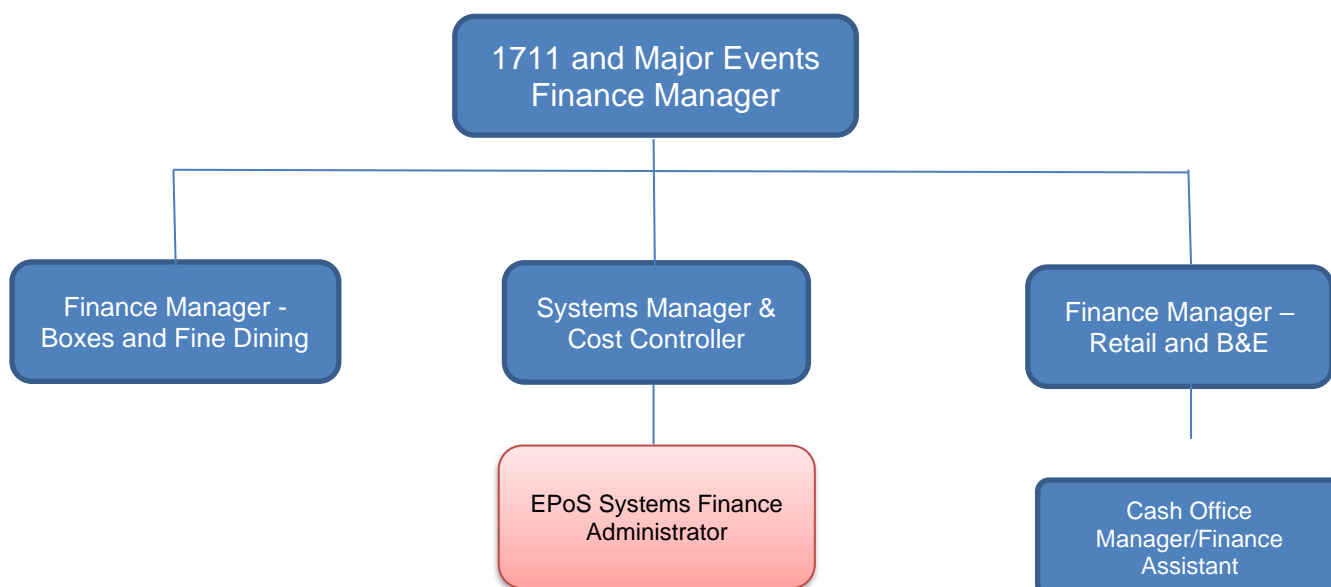
- To assist with the daily operational elements of the Kappture PoS/stock management system & payment devices.
- To assist with cellar paperwork for the Beverage Department as requested by the Cellar Manager.
- Oversee the K-stock operations on a Race Day and ensure all reporting requirements are met.
- Develop and maintain good working relationships with key members of the wider Ascot operational team

### 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  
FY20: £24m

Characteristics Revenue consisting of retail, hospitality, boxes, conference and banqueting

### 3. Organisation chart – Indicate schematically the position of the job within the organization



**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.

- Planning and Organization - 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
- Impact and Influence - Communicates effectively at all levels
- Resilience - Responds well to changed priorities
- Relationship Management - Is effective at building and maintaining win-win relationships across the business

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

- Kappture PoS data, support and mobilization
  - Assist with the management of stocking policies and pricing classifications within the Kappture system.
  - Assist with any time critical alterations to menus, products and pricing for race days and C&E events.
  - Deployment of retail PoS system and payment solutions across temporary sites for events
  - Assist with User Acceptance Testing of any system changes and upgrades to current software solutions
  - Operational Commercial support for C&E banquets and events
- Cellar administration
  - Ensure all Purchase Orders are matched up correctly to their corresponding delivery notes & Invoices.
  - Highlight all cost/stock differences between Purchase Orders & delivery notes to the Cellar manager.
  - Update and maintain the liquor invoice log as soon as a delivery has been matched to a PO, and to update this again, once an Invoice for that delivery has been received.
  - Track differences in costs between Net & Zinc pricing for all external Sodexo event transfers.
  - Assist with maintaining the cost & selling prices in the Ascot Inventory Control system (Kappture).
  - Generating internal cross charges of stock given to other departments within Ascot Racecourse and the wider Sodexo business.
  - Setting up & amending templates / event controls for bars, restaurants, ARL areas & conferencing events as directed by the Cellar Manager.
  - Recording of all Cellar allowances such as out of date stock, breakages & staff drinks.
- Stocktaking
  - Have all elements of paperwork preparation, in readiness for each monthly stock take.
  - Assist the Cellar team & external Auditors, with monthly stock take counts.
  - Input of all inventory data from internal stock counts onto Kappture, highlighting necessary recounts
  - Review and organize post-race spot checks, to verify stock movements. Record findings and report high variances to the Cellar Manager or Assistant Cellar Manager.
- Race Day Support
  - To liaise with the external auditors with all elements of stock controls for all live outlets, for every race meeting.
  - Oversee and monitor the implementation and running of automated outlet requisitions on Kappture, using the RAG system to determine min, max and value levels across all outlets.
  - Analyze and review openings stocks, requisitions, and closing stocks reporting any finding through the official channels of communication.

**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.

- To ensure the Kappture system is configured and operational for the retail, fine dining and the Conference & Events business in a timely fashion.
- Ensure all Beverage filing is regularly kept up to date, with all key information.
- Smooth running of the Kappture Stock system on race days with minimal issues and full support of the operations.
- Effective relationships across the business both within the contract and across the wider business.
- A key member of a proactive, motivated and engaged finance team.
- Achievement of personal and business objectives within the Ingenium process and completion of the EPA process.

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

- Professional presentation and conduct to be able to interact with customers, clients and peers alike.
- Microsoft Office competency, with knowledge of Excel.
- Organisational skills. To demonstrate a methodical and analytical mind.
- Desirable to have knowledge of a high-volume retail and cash environment and stock taking
- Good interpersonal skills with the ability to communicate at all levels

**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	▪ Learning & Development
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Employee Engagement
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**9. Management Approval** – To be completed by document owner

Version		Date	
Document Owner			

**10. Employee Approval** – To be completed by employee

Employee Name		Date	
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