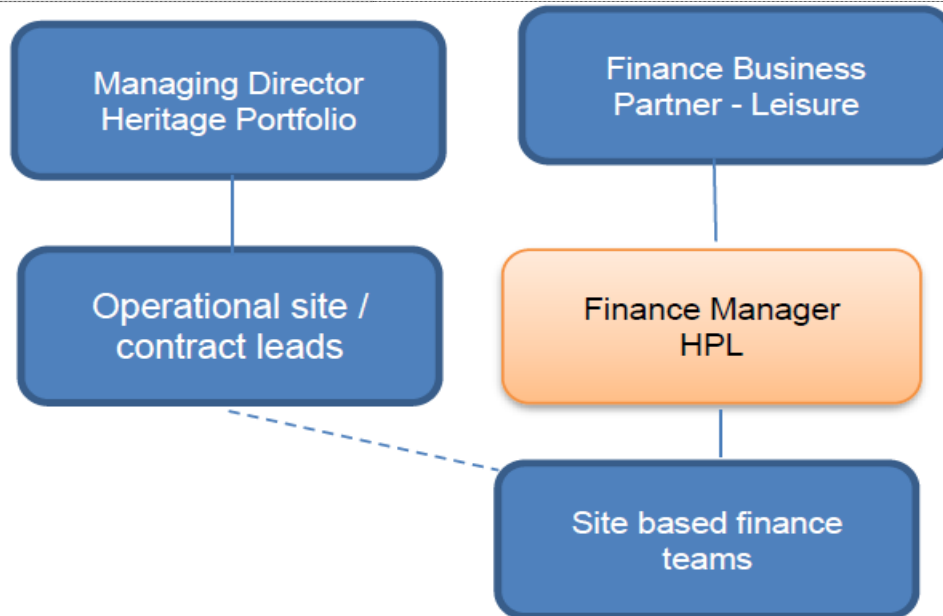


**3. Organisation chart** – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



who can deliver a business partner to

portfolio brand, to

to the client and

internal analysis.

- Form productive relationships with the operational teams, to help embed a stronger commercial focus & accountability and ensure budgets and forecasts are robust and owned.
- To ensure that all team members work in a safe environment

**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.

#### Characteristics

- The current business has contracts spread across Scotland. It includes 11 locations in Scotland, including RBGE, Perth & Musselburgh Racecourses, Signet Library, Dundas Castle and Mansfield Traquair .

**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 compliance with all Sodexo policies, procedures and reporting timetables.
- Provide excellent commercial support to the site operational teams, the client and to the wider Sodexo Organisation
- Volatility in business volume and ensuring that the cost base is flexible whilst maintaining the skillset to manage busier periods
- Control & compliance with all Sodexo policies, procedures and reporting timetables in a fast paced environment
- Various limited accounting systems that require manual intervention. Lack of integration with potential efficiency loss

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

- Production of accurate and timely management accounts with evidence to support variances in expected results
- Accurate, timely and frequent reporting of the financial performance of the contracts
- Along with operation leads, compile, understand and report P&L forecasts and budgets as required
- Establishing effective relationships with clients and operational heads of department to maximise influencing ability, ensure operational teams have a robust understanding of their site finance, and the impact their decisions have.
- Demonstration of understanding contract key drivers through improved reporting
- Conducting and conclude any audit activity and delivery of action plans
- Management of the control environment (process & procedures)
- Motivating and engaging the on-site finance team members and ensuring they are fully connected to other site based departments
- Active member of the senior finance team within the SLT segment

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organisation; they should focus on end results, not duties or activities.

- Establishment of best practice Sodexo accounting and control procedures. Support the business, General Manager's and administrators in delivering key system and process improvements.
- Support the planning and delivery of the commercial operation throughout all contracts
- Provision of robust forecasts and budgets ensuring information integrity and high quality and flexible analytical insight.
- Manage, coach and develop direct reports

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

#### **Experience and Qualifications**

- Part Qualified accountant, or qualified by experience
- Excellent Microsoft Excel skills with experience in management accounts and reporting developments
- Desirable to have good working knowledge of SAP and Essbase or other large accounting systems
- Experience in operational and financial controls and continuous improvement of such
- Desirable to have knowledge of a high-volume retail and cash environment and client contracts
- Strong interpersonal skills and leadership of team members
- Clearly identifiable influencing skills

#### **Capabilities**

- Relationship Management - Is effective at building and maintaining win- win business partner relationships internally and with clients.
- 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
- Planning and Organisation - Consistently completes deliverables within deadline, within budget,

and beyond expected quality, even under time pressured conditions.



**8. Management Approval** – To be completed by document owner

Version		Date	
Document Owner			

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

Employee Name		Date	
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