

Job Description: Sodexo Live!

Function:	Finance
Position:	Commercial Finance Manager
Job holder:	N/A
Date (in job since):	N/A
Immediate manager (N+1 Job title and name):	General Manager, Jonathan Slape
Additional reporting line to:	Cluster Commercial Manager, Daniel Claxton
Position location:	The City Ground, Nottingham Forest FC

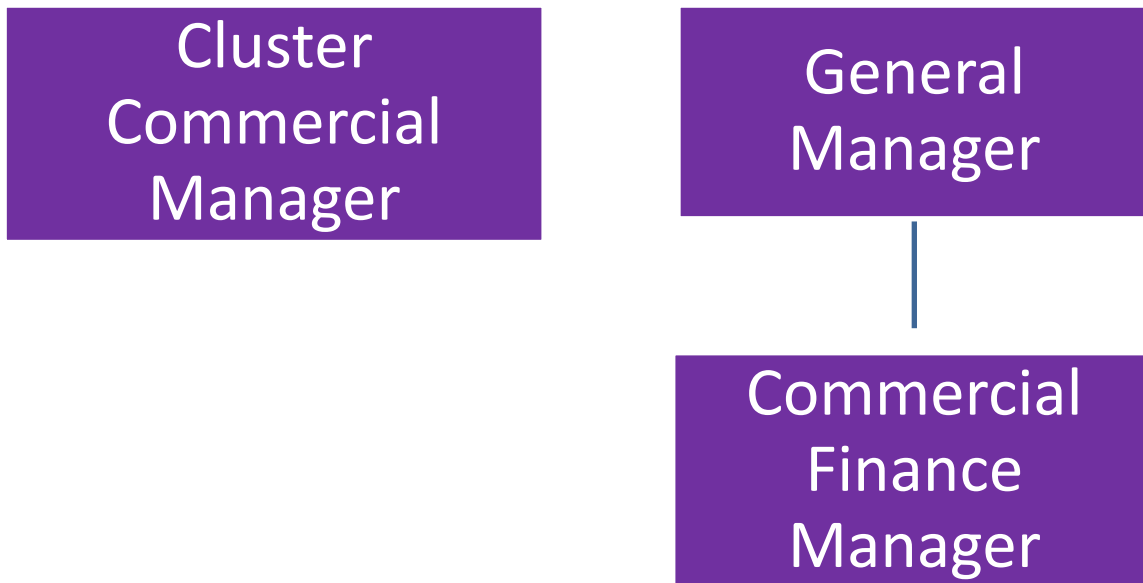
1. Purpose of the Job – State concisely the aim of the job.

- To assist in the preparation, production and reporting of contract monthly results and maintain all financial control procedures relevant to their area including revenue and cost controls.
- To oversee all finance related activities on site.
- Review monthly results with heads of department ensuring key revenue and cost drivers are high-lighted;
- challenge any overspends and provide this information accurately and on a timely basis.
- Develop productive working relationships with key members of the operational team and client team and look to actively develop themselves within the finance function.
- Where appropriate support with the contract cash (card) operations on a daily basis and work to support developments and improvements in the control areas of revenue, stock and labour.
- Ensure robust financial controls at all events including matchday and other event operations.
- Ensure all external (client) reporting is accurate and appropriate, developing reporting as required by client and Management.
- Liaise with the Cluster commercial manager to ensure all reporting and submission deadlines are met, including but not limited to monthly results, weekly & quarterly forecasting, annual budgets.
- Support other finance teams within the region
- Prepare and present internal and external finance reporting.

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 FY25 disclosed at interview
- GoP disclosed at interview
- Service lines c6
- Profit Share and agreed price contract

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



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 clients and to the wider Sodexo organization.
- Manage the relationships with internal and external clients whilst adhering to Sodexo standards
- Manage reporting of financial results to the clients.
- Ensure accurate accounting entries in relation to cash / card, purchase invoices, accruals and prepayments are actioned in line with the monthly and weekly timetables.
- Ensure weekly unit trading returns are completed and full reconciliations of cash/card postings, supplier accounts and any outstanding customer / client debt are produced.
- Liaise with onsite teams to ensure all costs are accurately captured in the correct months.
- Produce insightful monthly reports for the Heads of Department to facilitate robust reviews and to action continuous improvements.
- Assist with the regular budgeting and forecasting process and ensure reporting of relevant KPIs is carried out in a timely manner.
- Ensure adequate controls are in place to capture all costs and revenues and that the operation is in line with the contract agreed with the client.
- Challenge event pre-costings to ensure plans / forecasts are as accurate as they can be and that profit is maximised.

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

- Overseeing all finance functions and processes at NFFC.
- Ensure accurate and on time reporting of results internally and to the client.
- Review and analyse site performance and assist the Operational team in providing commentary prior to declaration of results.
- Ensure clear understanding of contract KPIs and develop reports for the profit share management team to review. Ensure communication of performance against KPIs is timely and accurate and forecasts are realistic allowing appropriate actions before any breach of KPIs / SLAs.
- Work with the CSD / GM and operational management to compile and reconcile budgets & forecasts, in order to assist with target setting, and the accurate reporting of financial performance for all service lines within the contract.
- Actively manage external debt with the Sales team to ensure in line with company policy and procedures.
- Work closely with the operational teams to ensure Working Capital is managed in an accurate and effective manner to ensure the business demand levels are met whilst still maintaining integrity and security of the assets of the company.
- Monitor and audit the Priava sales system and users, ensuring C&E debt is chased, refunds / credits in line with DoA, payments allocated correctly in SAP and produce ad hoc reports on sales performance.
- Assist with adhoc commercial projects, including producing financial analysis to help support the drive for better cost management and contract efficiency, and the production and communication of relevant statistics.
- Ensure the consistent application and communication of Sodexo Finance policies, process, practices and initiatives, with particular regard to Internal Audit compliance, referring to the site General Manager as necessary.
- Develop and maintain professional working relationships with both internal and external clients to ensure the provision of a quality Finance support function at all times.
- Exercise safe working practices in accordance with Health and Safety legislation and company procedure and to proactively manage the health and safety culture within the commercial team.
- Build relationships with peers within Sodexo and key contacts within SBS to assist in providing an excellent commercial service to the site.
- Build relationships with the Clients to assist in ongoing contract 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.

- Ensure event, weekly, monthly, and annual reporting is completed accurately and on time.
- Produce insightful monthly reports for the GM and other managers to facilitate robust reviews and to action continuous improvements, including all contractually required profit share reporting.
- Assist with the annual budgeting, regular forecasting and KPI setting processes to ensure all are accurate, relevant and suitable for managing the day-to-day operation.
- Work proactively to identify cost saving opportunities and refine processes and procedures to ensure that the contracts are well controlled and profit maximisation is sought.

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

- Studying towards a professional accountancy qualification (qualified by experience will be considered).
- Good Excel and variance analysis skills.
- Desirable to have good working knowledge of SAP and Eprophit or other large similar systems.
- Desirable to have experience of producing management accounts, budgets and forecasts.
- Desirable to have knowledge of a high-volume retail environment.
- Desirable to have knowledge of contract catering.
- Experience of working with internal and external stakeholders.
- Good interpersonal skills with the ability to communicate at senior and junior levels.

8. Management Approval – To be completed by document owner

Version	1	Date	20.11.2024
Document Owner	Rachel Fox		

9. Employee Approval – To be completed by employee

Employee Name		Date	
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