

Job Description:   
Head of Financial Analysis UK&I

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| Function: | | | | Finance | | | | | | | | |
| Position: | | | | Head of Financial Analysis UK&I | | | | | | | | |
| Job holder: | | | | Amish Patel | | | | | | | | |
| Date (in job since): | | | | September 2021 | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | David Firth | | | | | | | | |
| Additional reporting line to: | | | | N/A | | | | | | | | |
| Position location: | | | | Salford / flexible | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| The role is a leadership position within the newly formed Finance Centre of Excellence (CoE) for Reporting & Analytics. The mission of the CoE is to provide financial insight that enhances transparency and performance.  The purpose of the role is to advance and enhance UK&I financial reporting & analytics through:   * Defining, designing, implementing and maintaining a coherent, impactful suite of financial analytics & insight * Designing and implementing a single data analytics platform to deliver reporting and insight in an efficient and standardized way * Leading in role modelling & embedding the CoE team values of collaboration, continuous improvement and data-centricity * Leading a team of analysts. Mentoring, coaching & supporting their training & development trajectories | | | | | | | | | | | | |
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| 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: | €1.9bn | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Leadership position with the Regional Reporting & Analytics Centre of Excellence supporting all segments and dimensions | | | | | | | | | | |

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| 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. |
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| **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. |
| * The UK&I financial reporting & analytics landscape is diverse and decentralized. The Regional Centre of Excellence was formed in October 2021 with the purpose of delivering insight and reporting in a standard, automated way. * The transformation of analytics and reporting from a diverse, decentralized landscape to a standard, automated solution with improved insight is a significant & complex change program with regional impact. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| Defining, designing, implementing and maintaining a coherent, impactful suite of financial analytics & insight   * Working with a wide range of stakeholders to understand business requirements and determine what reporting & analysis is essential to the organization. * Managing & communicating a pipeline of strategic priorities for the function. * Defining and driving success factors (e.g. User engagement, leading indicators, report consistency) * Embedding Region wide change as we move to new ways of working and deliver new outputs   Designing and implementing a single data analytics platform to deliver reporting and insight in an efficient and standardized way   * Leading the creation of a single, central financial data analytics platform * Embedded security controls * UK&I contact for Global BI projects   Collaboration, continuous improvement and data-centricity   * Designing and delivering compelling new insight using advanced techniques (e.g. Power BI, machine learning, Virtual assistants) * Appraising our data quality and processes, searching for opportunities for deeper analytics * Developing the team capability as the focus moves away from reporting churn and towards content and advisory (e.g. coaching, mentoring, training, support & career development) |

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| 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. |
| * Delivery of Regional management reporting * Build and maintain financial data to enable agile & insightful reporting * Ensure Regional reporting and analytics is efficient and relevant, fully utilising the latest tools and systems available * Lead for UK&I Finance BI projects |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Experience in building, deploying and maintaining Power BI dashboards and analytics * Experience of leading projects and managing change * Prior experience in a BI/data analyst role * Resilient and motivated with drive and determination to identify and resolve issues * Ability to produce financial reports in a clear and concise manner for financial and non-financial personnel * Ability to communicate effectively at all levels * Ability to work under pressure; think clearly and act decisively * Experience of leading change * Qualified Accountant desirable |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Excellent communication skills | * Team player | | * Can work to tight deadlines | * Innovation and Change | | * Financial planning and forecasting | * Analysis and decision making | |

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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1 | Date | Jan 2022 | | Document Owner | David Firth | | | |