

Job Description:   
Finance & Admin Lead

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| Function: | Corporate Services (Pharma) | |
| Position: | Finance and Admin Lead | |
| Job holder: |  | |
| Date (in job since): |  | |
| Immediate manager  (N+1 Job title and name): | Commercial Finance Manager | |
| Additional reporting line to: | Account Director | |
| Position location: | South & Working from Home | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | |
| * Deliver and govern an administration function that supports the delivery of ‘One Sodexo’ IFM across all service lines / all sites in the South * Supporting senior operational management to deliver a consistent and complete application of Sodexo financial processes to ensure an accurate financial result each month to include process improvement documentation. * Deliver a proactive financial / data analyst model to support the development of the contract across all Sites * Support the south team to provide IFM administration activities that enable the operations team to deliver solution-based services to our clients * Preparation of final reports for delivery to Sodexo stakeholders * Collation and delivery of accurate financial data / trends / benchmarking * Act as financial support to all UK site and Account Director on the contract to ensure accuracy of reporting and improvement of profitability. * At all times operate within Sodexo ethical standards of conduct including financial * At all times operate within Sodexo Accounting Manual and Accounting Standards * Delivery of forecast and R&O for the contract to a strong commercial and sound technical level * Support the finance manager in all other commercial tasks * Delivery of regular reporting as required by the organisation | | |
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Draft. Version: 27-03-2014

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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. |
| Ownership for the delivery of a proactive IFM administration function that supports the operational team to deliver Quality of Life services to our clients whilst always remaining safe and compliant. It is critical to the success of the contract to ensure that all services are accounted for accurately, in accordance with the contract. Delivery of project work to the client is projected to increase significantly. It is therefore critical that the process from initial quote, right through to billing is robust and agreed and communicated with the Client.  Working closely with UK Finance Manager into the transition and transformation of the contract alongside significant changes in the property estate |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Ensure accurate P&L reporting in SAP (Month End for Group) * Communication to south team based on results / output from weekly / monthly data * Produce detailed and accurate reporting to a high standard to present to Stakeholders * Regular benchmarking exercises (cross service lines) * Completion of SAP / month end reporting * Data analysing and trend reporting * Identify gaps of financial non - compliance detailing corrective actions * Hold training sessions to improve upon site staff financial and commercial acumen * Review P&L variance reporting post relevant accruals and prepayments. * Attend the internal Monthly Reviews and provide variance analysis as required * 1st point of contact for stakeholders’ queries * Client governance reviews - Prepare & present financials * Client billing reviews – Prepare & present * Maintain & update client PO requirements & overall responsibility for up-to-date billing |
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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. |
| * Own the month end process to ensure that the Sodexo P&L/ month end reporting reflects a high level of accuracy * Support Project Management team to ensure timely and accurate production of quotes for approval by the client * Liaise with Operations teams regarding the status of Purchase orders, projects & Quotes to ensure timely, accurate allocation of costs * Oversee e-prophit close to ensure accuracy and timeliness of weekly and monthly returns * Analyze financial data producing accurate trend analysis reports |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * *Financial / Supply Mgt desirable* * *Ability to challenge and influence to achieve best practice* * *Excellent communication skills* * *Methodical and process driven with excellent attention to detail* * *Proficient in the use of Microsoft Office* * *Experience of SAP & Power BI desirable* * *Studying towards or holding a professional accountancy qualification (CA/ACCA/CIMA)* * *Resilient, determined and able to work flexibly throughout the UK&I* * *Competent at planning and able to manage short- and medium-term deadlines and competing priorities* * *Positive, professional and articulate communicator* * *Able to deliver sound forecast, budget information* * *Experience of analyzing information and quickly determining key issues of focus* * *Able to work collaboratively and taking the lead where necessary, work in a structured way to deliver outcomes.* * *Relationship building with colleagues from site level to Account Director Level in operations and where necessary with client stakeholders* * *Relationship building with finance colleagues throughout the segment, within shared services and beyond* * *Seeks win/win outcomes at all times* |

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| 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 | * Leadership & People Management | | * Rigorous management of results | * Innovation and Change | | * Brand Notoriety | * Business Consulting | | * Commercial Awareness | * HR Service Delivery | | * Employee Engagement |  | | * Learning & Development |  | |

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| 9. Management Approval – To be completed by document owner |
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**Employee Name *Employee Signature***

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**Date**