

Job Description:   
Commercial Finance Manager

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| Function: | | | | Centre of Excellence – Commercial Finance | | | | | | | |
| Job: | | | | Commercial Finance Manager – Supply Management | | | | | | | |
| Position: | | | | CommercialFinance Manager **– Supply Management** | | | | | | | |
| Job holder: | | | | - | | | | | | | |
| Date (in job since): | | | |  | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Head of Finance – Operational Finance | | | | | | | |
| Position location: | | | | Office Based/home worker (flexibility to travel within the UK) | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | |
| The roles main responsibilities are:   * To oversee the accurate tracking, collection and distribution of Purchasing Income across the UK&I region. * To deliver a robust commercial control environment which ensures contract terms are robustly adhered to. * Act as a senior Business Partner to the SM function, Finance Leadership team and an SME in respect of assessing, tracking, and communicating contractual opportunities for PI generation. * Provide insightful, data-led, reporting and analysis of monthly vendor spend to the region, segments, and sub segments with appropriate valuation of corresponding risks and opportunities. * Enhance the application of commercial and financial terms deployed within our vendor contracts. * To own the forecasting and budgeting process for regional vendor spend and PI including consolidation and reporting outputs for submission to Global Supply Management, and Key Region stakeholders, including Segment Finance Directors. | | | | | | | | | | | |
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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. | | | | | | | | | | | |
| Coverage |  | Supply Management |  | |  |  |  |  |  |  | |
| Food | €250m | |
| Non Food | €450m | |  |  |  |  | |
| PI Collection | 4-5% of Revenue | |
| * Management of 3 direct reports. | | | | | | | | | | | |

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. |
| * Ensuring the relationship between vendor spend and Purchasing Income is accurately and transparently allocated, forecasted and understood by regional FDs and appropriate stakeholders. * Contributing to the delivery and achievement of the Regional strategic objectives, priorities and financial targets through strong business partnering and commercial finance influence over the activities of Supply Management. * Make informed decisions and recommendations to the business, through data-led analytics, and influence senior stakeholders to ensure the correct decisions are converted into deliverable actions for optimised profit and competitiveness. * Identifying and deploying innovative and efficient ways of working whilst enhancing governance and commercial control across multiple vendor contracts. * A continuous improvement mindset on processes and reporting at all levels of the organisation. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Coordinate the reconciliation and collection activities of Purchasing Income across the UK&I vendor contracts. * Accurately track and report the performance of vendor spend and PI against budget / forecast. * Provide insightful valuation of Risks and Opportunity and coordinate activity to manage down risk and secure opportunities. * Deliver accurate forecast and budgets across the UK&I Segments and within the pillars of Food, Soft and Hard FM. * Develop analytics solutions to improve data accuracy, and rich analytical insight into purchasing income drivers from the business segments and contractual performance. * Understand and report the trends of total vendor spend against the regional revenue projections and engage and influence the Business platforms and service owners to achieve enhanced levels of efficient spend. * Develop strong working relationships with the Global Supply management team and pursue sharing and learning of best practise related to PI generation, tracking and reporting. * Review and assess vendor financial stability and subsequently make appropriate recommendations to the Supply management function related to vendors financial risk profiles. * Where required, attend vendor performance meetings. * Deploy robust controls and procedures related to the management and collection of PI debt across the vendor base. * Apply sound judgement to ensure appropriate escalations and actions in the activity of debt recovery. * Work with European Shared Business Service and the UK based Financial Controllers to expediate the resolution of vendor payment queries and delays. * Be the subject matter expert for all internal and external audit queries. * Own and report on the uptake of Invoice Finance (via Santander) across the vendor base and identify opportunities for expansion and increased uptake. * Provide insight on One Time Vendor spend and engage business and Supply Management stakeholders to drive core purchasing compliance. * Line manager and development responsibility |

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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. |
| * Applying strong, data-led, financial governance to ensure the accuracy of forecasted Purchasing Income across all UK&I vendors / distributors and manufacturers, ensuring timely and robust financial projections with strong forecasting and budgeting processes in place and adhered to, including reporting outputs and analysis * Build an environment of Commercial Control to ensure contract financial terms are understood and applied. Track Sodexo’s procurement volumes against each contract to calculate, agree and collect the associated Purchasing Income. * Working as key business partner to a wide range of stake holders within Regional Supply Management, Global Supply Management and the Regions Segments and CoE. Drive engagement and comprehension to ensure operational and procurement activity aligns to the regional Strategic Objectives. * Managing the Purchasing Financial Accounts team and oversee the validation, invoicing and collection of PI, and deploying a process for efficiently resolving vendor disputes |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential**   * Finance qualified professional with at least 5 years post-qualified experience. * Experience of working in the commercial finance functions of global organisations. * Exposure to a complex, contract driven business, and / or Supply Management function. * Ability to jointly apply commercial finance and control principles with sound financial accounting standards. * First class forecasting and budgeting credentials, with strong analytics. * Highest levels of personal integrity. * Outstanding communicator with the ability to distil complexity to both senior and junior levels. * Good team player with the ability to influence others and portray sense of direction, leadership and commitment to people at all levels. * Strong evidence of resilience, energy and drive. * An innovator who is able to lead and manage change. * Ability to work under pressure; think clearly and act decisively. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| **Courage** - Stepping up to address difficult issues, saying what needs to be said, and developing and sustaining personal resilience at work  **Collaborates** - Building partnerships and working collaboratively with others to meet shared objectives  **Business insight** - Applying curiosity in and knowledge of the business and the marketplace to generate the insight required to meet organisational demands.  **Communicates effectively** - Translating and conveying financial and non-financial information effectively to a variety of audiences using a range of mediums, including digital tools.  **Digital readiness** - Understanding information, data and content in a digital environment. Helping the business to operate effectively in a digital world and responding appropriately to the constantly changing digital environment. Adopting a digital mindset in relation to all day-to-day work at Sodexo.  **Financial rigour** - Applying analytical rigour in financial processes, outputs, decisions and advice based on the consistent adoption of fact-based and data-led approaches.  expected outcome is produced in a timely, cost-effective and quality-controlled manner.  **Business relations** - Establishing and managing both internal and external relationships to meet organisational objectives and governance responsibilities. |

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| 9. Management Approval – To be completed by document owner |
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