

Job Description: Financial Controller



Function:	Transversal Finance
Job:	Financial Controller
Position:	Financial Controller
Job holder:	N/A
Date (in job since):	N/A
Immediate manager (N+1 Job title and name):	Finance Director, Financial Control Centre of Excellence
Additional reporting line to:	Segment Finance Director
Position location:	Office Based/flexible working (flexibility to travel within the UK, Porto & ROI)

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

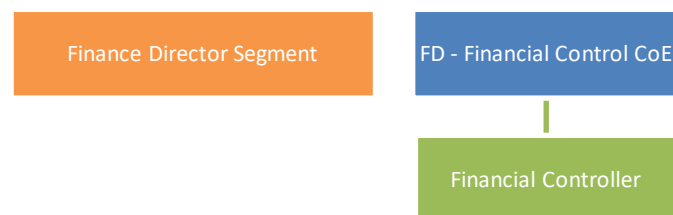
The main responsibilities within the financial control area are:

- To ensure the accuracy of the financial statements in their scope, by ensuring adherence to accounting standards, ownership of balance sheet reporting including timely and robust reconciliations; supervising and controlling the financial reporting process
- To support both the segment and regional finance teams ensuring governance, financial controls and compliance procedures are in place and adhered to across UK & ROI financial statements
- To drive process improvements and to assist in the mentor and support of UK-based R2R support and the SBS Europe team promoting high quality service delivery
- To own the consolidation of the segment forecasting and budgeting process, including reporting outputs for submission to region segment, finance and global segment
- To prepare statutory accounts to draft stage for limited companies within the FC scope
- To lead and be responsible for certain ad hoc finance/control related projects, as necessary
- Deputise for Segment Finance Director as necessary

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 | <ul style="list-style-type: none"> ▪ Member of the Financial Control Centre of Excellence ▪ Key relationships with Segment, Centres of Excellence, Transversal Finance, SBS Europe and Service Operations |
|-----------------|---|

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.



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 results presented are transparent, comply with accounting rules, regulations and procedures and are understood by region and global teams as appropriate
- Managing the various stakeholders within the core role will require excellent relationship skills
- Aligning Regional segment and finance strategic priorities to the Global segment priorities, working cross-dimension to help achieve the goals set
- Working with SBS Europe to drive consistency in process and outputs, with a continuous improvement mindset on accounting processes and reporting at all levels

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

Financial Control

Accuracy of financial statements:

- Full ownership of month end process and financial reporting all key financial statement areas: P&L, Balance Sheet and Cash Flow (via LGO)
- Leading the budget and forecast consolidation for the Segment, providing all relevant financial analysis and reporting to assist in business reviews capturing Segment Exec, Global and Regional requirements
- Ownership of Balance Sheet and reconciliation process for segment; identifying and reporting on risks and opportunities within the Balance Sheet and P&L account including the monitoring of capital spend
- Finance focal point for segment and SBS Europe ensuring service levels are met, and of consistently high quality; acting as point of escalation for issues and urgent requests. Assist in mentoring and coaching SBS Europe colleagues, to ensure best practice and segment understanding
- Indirect relationship with R2R support, managing the day to day activity
- Ensure consistency and compliance of accounting practices with accounting standards; ensuring all group finance policies, processes and procedures are known, understood and consistently applied in segment to support achievement of the Group's financial objectives
- Responsible for other managed reports and returns (e.g. tax packs, statistical information, Planon reporting)
- Prepare statutory accounts to draft stage for limited companies within the FC scope
- Support internal and external audits as required, attend Audit reviews with Segment Finance Director
- Segment responsible person for all technical matters related to the group financial reporting tool (HFM) and group forecast and budget tool (Tagetik)
- Accountability for all contract hierarchies, delegated levels of authority, point of contact for SBS Europe approvals including acting as the gate keeper for Payroll information, high value invoice/credit note approval, all segment DOA changes & systems access
- Sharing best practices with the region management reporting team, focusing on continuous improvement
- Deputising for the Segment FD where necessary; attend and support business reviews.

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.

- Accurate and transparent results for all aspects of the financial statements (P&L, Balance Sheet and Cash Flow); with clean audits from internal/external auditors, ensuring that any areas for improvements raised in the audits are quickly and thoroughly addressed
- Compliance and control in segment; ensuring accounting in line with group policy, accounting rules; user administration and control of local finance systems; balance sheet review and asset verification process embedded; technical accounting lead for segment

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

- Qualified Accountant (ACCA / ACA preferred); circa 5-10 years PQE
- A strong technical grounding and first-class forecasting and budgeting credentials
- Outstanding communicator with the ability to distil complexity to most senior levels
- Good team player with the ability to influence others and portray sense of direction, leadership and commitment to people at all levels
- Excellent stakeholder management skills – managing varied stakeholders across diverse functions
- Strong decision maker, with excellent time management skills and ability to manage conflicting demands
- Analytical and commercial skills
- Highest levels of personal integrity
- 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

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Focusing on client and customer	▪ Leadership & People Management
▪ Business and financial acumen	▪ Personal and influencing skills
▪ Technical and Professional proficiency	▪ Driving for change
▪ Financial governance, risk and control; Ethics and Independence	▪ Brand promotion
▪ Financial operations and reporting, delivering stretch results	▪ Business Partner & Trusted Advisor

9. Management Approval – To be completed by document owner

Version	Version 1.2b 2024	Date October 2021	Updated 08/2024
Document Owner	Suzanne Harris		