**on-site services**

JoB description

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| Position Title | **Head of Finance** | Department | **Finance** |
| Generic Job Title |  | Segment | **Sports & Leisure** |
| Team Band | **C** | Location | **Salford / with travel** |
| Reports to | **Finance Director, Sports & Leisure** | Office / Unit name | **Sodexo / Salford** |

Finance Director Sports & Leisure

Head of Finance

Head of Talent

Regional Finance Managers x 5

#### Job Purpose

* This role is one of the key roles to meet the strategic ambitions of Sports & Leisure in the UK&I region. The role will effectively be the number two within the segment finance function. The Head of Finance will be required to deputise for the Finance Director as required.
* The overall requirement is for a commercially focused, robust, operational finance executive who can deliver a rigorous control environment, provide insight driven reporting, provide financial support for new business opportunities and retention and act as an effective business partner to the operational teams.
* The successful candidate will be highly focused on commercial decision support and supporting segment wide projects (labour management, retail initiatives and, for the immediate future, be the lead finance liaison for the Peyton and Byrne business.

#### Accountabilities or “what you have to do”

* Support the Finance Director, Managing Director and the Executive Team of Sports & Leisure in decision making.
* Lead the month-end process from an operational review perspective and deliver a strong management review and control process that drives top and bottom line business performance. The process must actively engage functional specialists within the wider Sodexo UK & Ireland business where necessary.
* With the Financial Controller, manage all regional segment and Group reporting to the highest standard, completing all standard reports, and providing monthly Group and Executive Finance packs. Deputise for the Finance Director at monthly Exec meetings when required.
* Identify key business opportunities and risks, and working with Operational Management and site Commercial Financial Managers, ensure that opportunities are delivered and risks mitigated. Develop a process to monitor the delivery of key initiatives.
* Provide relevant and accurate commercial and financial information to meet the ad hoc requests of key stakeholders within the UK and Global segment, the UK&I Region and within Group.
* Communicate effectively with the Executive Team to ensure that they are all fully aware of commercial performance and what needs to be managed accordingly, e.g. retention activity, food cost inflation, key operational projects and seasonal trading patterns. Ensure that these issues are managed systematically and consistently across the segment businesses and that the division shares and develops best practice.
* Develop and deliver a robust forecasting and budgeting process, following Sodexo timetable, guidelines and tools.
* Support the strategic planning process by providing the analysis and reporting to enable the Executive team to set longer term targets, and to track delivery of these objectives.
* Support the delivery of Sales Development targets by providing commercial support on bids as required. Assist the planning and evaluation of new business opportunities by overseeing the completion of group investment models to the required standards, ensuring that the segment meet the investment hurdles. Deputise for the Finance Director when required at GIC / global sign off meetings.
* Work closely with other departments (for example Service Operations Supply Management and ICT, Legal and central finance teams) to plan and then deliver important aspects for the success and integration aspects of future new business.
* Lead and support the recent integration of the Peyton and Byrne business into the Sports & Leisure segment with, in the immediate months, a particular focus on relationship management, accurate and insightful reporting and bedding in new processes around sales and new business. For the future:
* Maintain full financial control and stability of the contracts, ensuring budgets and forecasts are prepared accurately
* Deliver a strong management review and control process with senior stakeholders, engaging functional specialists as required
* Review process and procedure on an on-going basis and consistently drive continuous improvement and alignment with Sodexo practices.
* Through the Financial Controller:
* Provide Functional Cost Centre Directors with sound and practical business advice, information and analysis that enables enhanced management and decision-making.
* Deliver clean audits from Sodexo Group Internal Audit and external audit. Ensure that areas for improvement raised in audits are quickly and thoroughly addressed.
* Liaison with Finance Shared Services (FSS) to enable the delivery of shared objectives. Ensuring that Sports & Leisure requirements are cascaded and delivered, including, but not limited to: cash collection, operational accounting, accounts payable, overhead analysis and reporting, payroll, tax and treasury.
* The role will manage 5 regional finance managers so the role requires strong management skills, experience of managing and developing a diverse and geographically disparate team and a focus on engagement and career development and succession planning.

**Key Performance Indicators (KPIs)** **or “What it will look like when you are doing the job well”**

* Insightful, commercially focused reporting to aid strategic decision making
* Demonstrating progress with key financial projects for the segment
* Successful integration and future development and identification of efficiencies for the Peyton and Byrne business

*Driving commercial decision making*

Further develop financial insight and commercial analysis and support by:

* Development of visual, accurate and timely reporting to the business, providing analysis and commercial support to the executive team and the wider segment teams.
* In conjunction with the segment analyst, provide reporting that clearly identifies key performance drivers, identifies internal best practice, and working with key stakeholders, support the planning and delivery of operational improvements within the regional and global segment.
* Working closely with commercial, operational, financial and strategic colleagues to determine the future direction of the business, and to provide the analysis and support to enable the Segment Executive and Global Finance function in monitoring the performance against short and longer term horizons.
* Providing analysis and support to enable segment management to determine options available, priorities and key actions to deliver continuous improvement.
* Developing a commercially orientated function with a business partner approach

*Team leadership*

* Further develop a high performing and engaged finance team and provide opportunities to develop and progress both within the regional and global segment.
* Leading by example building strong working relationships with stakeholders, colleagues and customers.
* Coaching and developing the team and identifying succession plans
* Ensuring team deliver a robust control environment while also acting as effective partners and facilitators to the business.

#### Dimensions

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| --- | --- |
| ***Operational Executives*** |  |
| ***Financial*** |  |
| ***Staff*** |  |
| ***Other*** |  |
| ***Relationships*** |  |

#### Competencies (Essential Function and Core)

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| --- | --- |
| * Financial analysis and reporting | * Project management and delivery |
| * Strategy and implementation | * Driving Service excellence |
| * Business and financial acumen | * Innovation and driving change |
| * Delivering stretch results | * Presentational skills |
| * Driving competitiveness | * Personal and influencing skills |
| * Ability to support sales growth | * Team management & development |
| * Technical Skills | * Personal and influencing skills |
| * Business partner | * Promoting the Brand |
| * Financial Governance risk and control | * … |

#### Skills, Knowledge and Experience

Essential

* Qualified accountant with a minimum of seven years’ post qualification experience.
* Outstanding track record in influencing decision making and performance/profit improvement.
* Track record of delivering clear and accurate insight based reporting to non-financial stakeholders.
* Proven ability in providing commercial support to Business Partners to drive and deliver or exceed performance targets.
* Experience of project management and programme control, and delivery of project objectives.
* A strong technical grounding and first class forecasting and budgeting credentials.
* Experience of financial support on new business bids and retention
* Prior experience of ensuring tight cost control in a competitive, low margin business.
* Directly and indirectly is approached and asked to solve the most critical and difficult problems within the business model spanning all different functional areas including finance, operations and business development
* Contract knowledge and operational experience.

Desirable

* Experience reporting to senior management, preferably a business unit Executive team.
* Demonstration of strategic thinking and innovation, and the ability to evaluate longer-term goals.
* A “hands-on” finance professional that is comfortable with detail and adopts a pragmatic approach. Organised in managing their work and able to identify and prioritise the key issues.
* Intellectually strong, enthusiastic and motivating leader who commands respect.
* Able to work with colleagues at all levels of the business.
* The highest levels of personal integrity.
* Outstanding communicator with the ability to distil complexity and the self-confidence to communicate at the most senior levels.
* Strong evidence of resilience, energy and drive.

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