
JOB DESCRIPTION

Job Title: Finance Assistant

Location: ACC Liverpool

Responsible to: Commercial Accountant

Scope and General Purpose

Full administrative support for all stock across the site; this will include, but is not limited to, all food & beverage, disposable & cleaning stock. Supporting the Implementation and management of stock control procedures & processes are crucial to the success of this role. Ensuring company policies are followed & adhered to will provide support in achieving Sodexo's financial targets, which will be the KPI for this role.

Key Attributes – Essential

- Excellent attention to detail
- Excellent communication skills
- Excellent organisation skills
- Financial awareness and understanding of menu costing

Operational Excellence

- Be accountable for all stock administration on site.
- Ensure that all stock is purchased, stored and accounted for following company policies and guidelines. Ensure SOP documents to support these processes are actioned and followed by the wider team.
- Support management of stock levels to ensure they are kept in line with the business demands
- Ensure all of Sodexo's procurement procedures are followed and work with the Supply Solution's team to ensure 100% compliance.
- Support the team to manage and maintain the stock ordering process, in line with all Sodexo's policies and procedures.
- Work with the operations & culinary team to ensure the highest standards of cleanliness, tidiness and maintenance in all stock storage areas at all times
- Communicate with relevant departments any potential challenges with stock that may impact the business when required
- Support Management with site audits of all stock areas to ensure full compliance
- Be aware of the analysis of menu costings, purchase costs and event profitability.
- Ensure all cash sales are uploaded daily
- **Duties & Responsibilities:**
- Control and maintain the stock management system, EProphIT, including invoice management, stock counting, periodic cleansing and updates.
- Ensure that all members of the team are fully aware of stock targets and achieve their objectives
- Support the operational teams to achieve or exceed the set targets for the site and work alongside the Commercial Accountant and General Manager to ensure full understanding of the P&L results, relating to cost of sale.
- Support the Culinary & Operations team to achieve or exceed the set targets.
- Communicate with Line Manager in respect of personal development, training, appraisals and long term objectives

- To comply with any other reasonable request made by your line manager.
- To be aware of and ensure that those responsible to you are aware of all legislation that is relevant to your work and ensure that all legal requirements are met including: Health and Safety at Work, Food Safety, Allergens, COSHH, Environmental Health, Fire Precautions and any others.
- Adherence to all Company Policies

Occasional Duties

- To assist at Company's Major Events when able to do so.
- Attend training courses designed for personal development.

This job description is non-contractual and is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at time of writing.