

Job Description:   
FINANCE ANALYST

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| Function: | | | | Finance | | | | | | | | |
| Job: | | | | Finance Analyst | | | | | | | | |
| Position: | | | | Business Analyst Finance (Global Grade H2) | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Commercial Projects Manager - David Hill | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | Flexible (Office / home based) | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * To gather, develop, maintain and analyse accurate performance data in order to assist the management team in the efficient running and performance improvement of the Sports and Leisure segment to ensure continual improvement and the delivery of budget targets. * The role is a critical support across operations and functions within the segment, engaging with teams at all level, from front line supervisory teams up to UK CEO level * The segment is seeking to improve data driven decision making and this role will support identification, creation and automation of reports to assist this. | | | | | | | | | | | | |
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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. | | | | | | | | | | | | |
| Revenue: | €160M | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Add point | | | | | | | | | | |

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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. |
| * Ability to travel between sites where necessary in order to carry out duties and training. * During the course of your duties you may have access to confidential information, which must be handled appropriately * Flexible approach to hours, especially around month and year end is required and flexibility to travel for training and support of site teams may be required |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Accurate & Insightful Management Information produced in a timely manner. * Year on year improvements in financial performance. * Reporting deadlines met. * Delivery of budget targets including sales and EBIT. |

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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. |
| * Develop and maintain various financial models and standard templates to assist in the effective running of the segment and contracts within it. * Assist in the design and produce monthly review packs for the management teams on business critical activities (may include analysis of actual v budget, actual v forecast, forecast projection, project activity vs. forecast, trend data etc.) for discussion. * Support the segment business in analysing current and projecting future performance, in particular:   + 1. Conference and Events sales teams in identifying and monitoring key performance indicators     2. Being the lead finance support for the segment retail strategy, including pricing strategies and utilisation of a dynamic pricing engine     3. Driving forward long term forecasting models to engender strategic and innovative decision making from operational teams * Work with the segment finance and operational teams in conjunction with central purchasing to drive purchasing compliance * Analyse labour productivity across sites and work with the finance and operational managers to identify areas for focus and opportunity and where best practice can be identified. * Provide assistance in automating client facing reporting to ensure efficiency of production. * Assist in the continual review of finance procedures and tasks working to automate tasks where possible. * Work alongside finance managers across the business to identify and disseminate best practice. * Engage in the analysis of EPoS data to enhance returns from retail operations * Ad-hoc duties as requested by line manager and/or segment Finance Director |

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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   * Experience and knowledge of using PowerBI, including building dashboards from ground up. * Must have strong analytical skills including building models and data mining * Ability to process data from disparate sources and generate meaningful management information, produce financial reports in a clear and concise manner for financial and non-financial personnel * Self starter with initiative and the ability to streamline functions and passion to learn and grow * Proficiency with Microsoft Excel (including VBA coding) and Powerpoint is preferred * Must possess excellent communication and presentation skills, and be comfortable interacting with management of all levels * Ability to develop other team members’ effectiveness using coaching and facilitation skills * Experience of working with non-finance personnel * Good problem solving skills * An inquisitive personality interested in the story behind the numbers * An ability to maintain an external perspective on developments outside of Sodexo that could be brought to benefit the organisation * Ability to work under pressure; think clearly and act decisively   Desirable   * Knowledge of budgetary management and accounting principles and procedures * Ability to work effectively independently or as part of a team and flexible in approach * Knowledge of Financial Systems/ Tools including SAP & Hyperion * Knowledge of data mining tools and best practice for extraction of data from multiple source systems * A part qualified accountant (CIMA/ACA/ACCA) * Driving license |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  | | --- | | **Competencies** | | * **Relationship Management** Is highly effective at building and maintaining win- win business partner relationships internally and with clients. | | * **Resilience** Sustains momentum when faced with challenges. Balances competing demands and responds well to changed priorities. | | * **Impact and Influence** Communicates effectively and inspires people at all levels. Gains the commitment of others to drive towards and achieve a high performance culture. | | * **Analysis and Decision Making** Incisive and strong willed in focusing on achieving business goals. Able to analyse the cause of a problem and identify solutions. | | * **Planning and Organisation** Consistently completes deliverables within deadline, within budget, and beyond expected quality, even under adverse conditions. | |

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