

JOB DESCRIPTION

Function:	Health & Care
Position:	Administration assistant
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Unit site manager
Additional reporting line to:	Assistant manager/Supervisor/Sous Chef
Position location:	Nuffield Hospital, 53 Parkside, Wimbledon

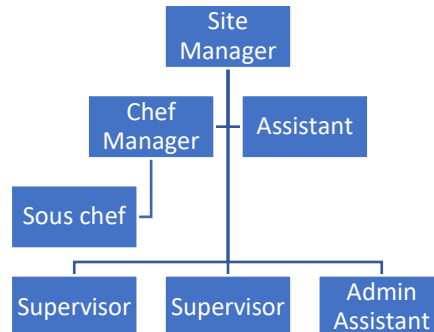
1. Purpose of the Job – State concisely the aim of the job.

- Provide effective financial and administrative support to the site Manager and Operational Team.
- It is essential to develop a strong working relationship with the Key Stakeholders on the contract and Client Sodexo On-Site Managers and teams.
- Play an integral role during the Sodexo / Client month end process, ensuring relevant sources of information and system are utilised.
- The job description is designed to identify the specifics of the role it does not however limit the post holder to the specific tasks and responsibilities listed. The post holder is equally responsible for the satisfaction of the users and must therefore ensure that the standards are delivered. This will mean that you undertake activities outside of the job description to ensure that the overall service is maintained.
- To deliver services in line with the business ethos, delivering innovative solutions to the client's expectations.

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.

- Nuffield hospital sites: Parkside

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. Please show the job titles not the actual people doing the role, i.e. Commercial Finance Manager, Project Manager.



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 prioritise, manage your own workload, be flexible, cope with demand and achieve deadlines
- A very visible and high-profile client facing position providing strict adherence and governance.
- Identifying any risks and issues, escalating where appropriate.
- Comply with all Company & Client policies, site rules and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place.

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

- Administrative tasks undertaken in an organised manner.
- Sodexo Month End –Review and provide accruals/cost information to Site Manager in order to close month end. Raising and credit notes.
- Kronos - Weekly and Monthly Payroll processing for all UK sites (overtime, sickness, absence, providing reports to site managers).
- Support sites with Payroll related queries (new starters, leavers, processing changes of conditions, holiday/sickness allocation)
- Day to day business support (general administrative site queries, Solutionline request creation, OTV request processing, seeking resources to delivery guidance to Sodexo colleagues and managers)
- Working collaboratively with the Sodexo Accounts payable to ensure any supplier invoices issues are effectively and efficiently dealt with.
- Highlight any issues or risks which may impact the successful delivery of the contract
- Develop & maintain effective financial processes & reconciliations across the contract
- Carry out any other reasonable request raised by the managers
- Ad hoc requests for contract information.
- To attend an annual PDR with your Line Manager and to agree and take ownership of your PDR and your training and development needs.
- Attend Company Training Courses and Meetings as requested.

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.

- Maintain a high level of accuracy in all tasks carried out
- Effective working with the operational site teams
- Provision of financial support across the contract in order to achieve sales and GP targets

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

Essential

- Proficient in Microsoft packages particularly Excel
- Creative and 'can do' attitude.
- Attention to detail and accuracy is essential.
- Ability to work on own initiative and be proactive, working quickly and accurately under pressure whilst achieving deadlines
- Aptitude for numerical work and analysis
- Excellent communication and interpersonal skills
- A structured but flexible manner of working with the ability to prioritise and manage your own workload
- Ability to work individually and as part of a large team.
- Proven and successful Finance Department experience
- Excellent business partnering skills
- Team player
- Highly self-motivated, ability to take ownership for a number of projects from beginning to end
- Ability to remain calm and assertive under pressure

Desirable

- Eprofit experience is desirable
- Kronos experience is desirable
- Previous experience within the facilities management sector is desirable but not essential

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

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■ Leadership & People Management
■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	
■ Commercial Awareness	
■ Employee Engagement	
■ Learning & Development	