

Heritage Portfolio



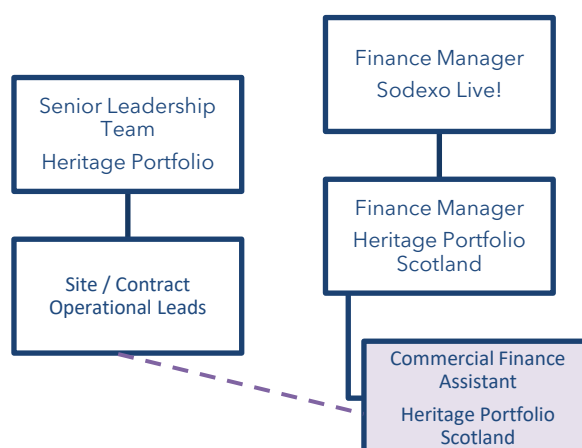
Job Description: Commercial Finance Assistant

Function:	Finance
Job:	Commercial Finance Assistant, Heritage Portfolio Scotland
Position:	Commercial Finance Assistant
Immediate manager:	Finance Manager, Heritage Portfolio Scotland
Position Location:	Scotland

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

- The overall requirement is for an operationally focused, robust, finance professional who can deliver a rigorous control environment, provide insight driven reporting and finance support to the operational teams.
- Support the financial operations and processes for all contracts under the Heritage Portfolio Scotland brand, to be robust, timely, accurate and clear.
- Support key operational decisions and support robust analysis for presentation to the client and internal analysis.
- Form productive relationships with the operational teams, to help embed a stronger commercial focus & accountability and ensure budgets and forecasts are robust and owned.
- To support the preparation, production and reporting on the contract's monthly financial trading results and support the finance team in maintaining all financial control procedures relevant to their area including revenue and cost controls
- Review monthly results with the Finance Manager and operational heads of department ensuring key revenue and cost drivers are high-lighted; challenge any overspends and provide this information accurately and on a timely basis.

2. Organisation chart



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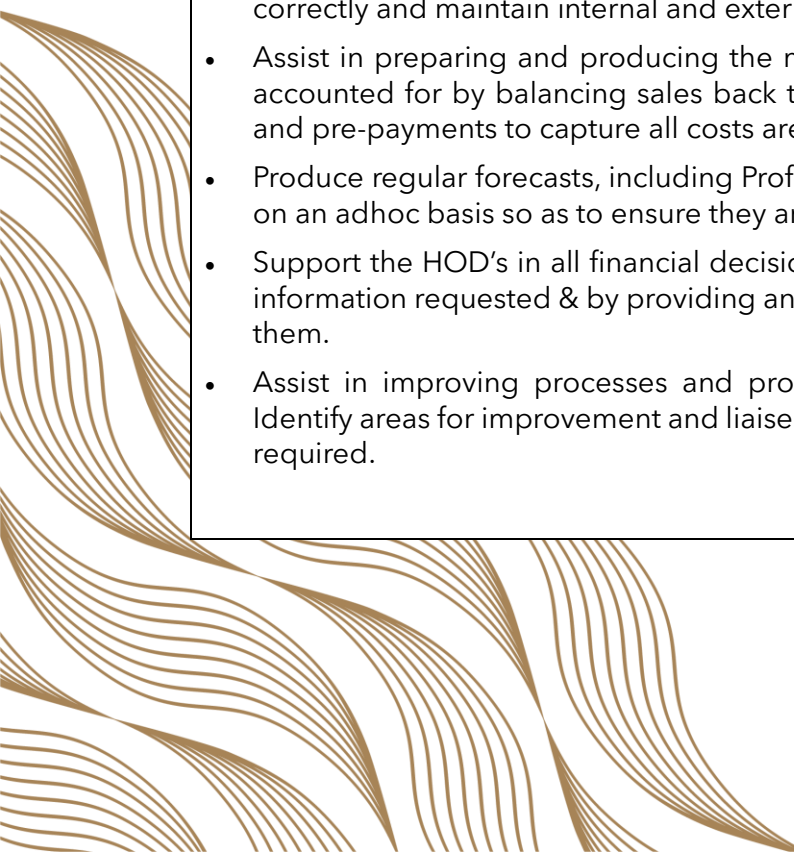


4. Context and main issues

- Support on site managers by providing accurate and timely reports on financial information.
- Assist all contracts with controlling costs.
- Ensure compliance with all Sodexo policies, procedures and reporting timetables.
- Provide excellent commercial support to the site operational teams.
- Liaise with onsite teams to ensure all costs are accurately captured in the correct months.
- Review and support operational teams on outstanding payments due from customers

5. Main Assignments

- Ensure all purchasing procedures are adhered to and according to company policies.
- Monitor expenditure in line with budget and forecast by maintaining a controlled and concise procedure through a PO log to ensure there are no overspends. Consistently communicate over expenditure to the site GM and heads of departments.
- Assist Site / Contract Operational leads in increasing forecast accuracies.
- Work closely with Sales team to ensure all events are invoiced & paid in a timely manner, and that events and all associated payments are recorded and tracked for balancing at month end. Trade, bank and account for all events revenues through E-Profit and SAP
- Help in getting debt collected in a timely manner by ensuring all events are billed correctly and maintain internal and external relationships whilst doing so.
- Assist in preparing and producing the monthly accounts, ensuring all revenues are accounted for by balancing sales back to the Priava system and preparing accruals and pre-payments to capture all costs are traded in the correct period.
- Produce regular forecasts, including Profit and loss accounts for functions and events on an adhoc basis so as to ensure they are as profitable as possible.
- Support the HOD's in all financial decision making and processing by providing any information requested & by providing any information that they need or is relevant to them.
- Assist in improving processes and procedures to increase the unit's profitability. Identify areas for improvement and liaise with Finance Manager to roll out changes as required.



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6. Accountabilities

- Assist and advise the HOD's financially to ensure food, liquor and retail Cos %'s targets are met.
- Be compliant in all financial aspects in line with company procedures.
- Maintain good Internal and External relationships.
- Comply with all Company & client policies and procedures as required, together with statutory regulations and legislative requirements relating to such matters as employment law, safe systems of work, health & safety, anti-bribery, finance code of conduct etc

7. Person Specification

- Good Excel and variance analysis skills
- Desirable to have good working knowledge of SAP, Eprophit, Priava or other large similar systems.
- Desirable to have experience of producing management accounts, budgets and forecasts
- Desirable to have knowledge of a retail and cash environment
- Desirable to have knowledge of contract catering.
- Experience of working with internal and external stakeholders
- Good interpersonal skills with the ability to communicate at senior and junior levels

8. Competencies

- Growth, Client & Customer Satisfaction / Quality of Services provided.
- Rigorous management of results
- Brand Notoriety
- Commercial Awareness
- Employee Engagement
- Learning & Development