

# Job Description: Finance Assistant - MTS

Function:	Finance
Job:	Finance Assistant
Position:	Finance Assistant - MTS
Job holder:	N/A
Date (in job since):	21 <sup>st</sup> June 2021
Immediate manager (N+1 Job title and name):	Head of Commercial Finance
Additional reporting line to:	Chief Operating Officer's – MTS
Position location:	MTS, 61 Maxted Road, Hemel Hempstead

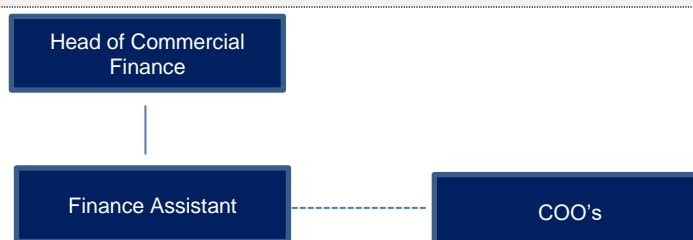
## 1. Purpose of the Job – State concisely the aim of the job.

- The role involves managing the day-to-day finances of MTS.
- Ownership of the monthly financial reporting cycle, including preparation of accurate monthly management accounts and forecasts / budgets in a timely manner.
- Providing ad hoc financial support to the COO's as required.

## 2. Dimensions

Revenue FY23:	€m	EBIT growth:	N/A	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	N/A
		EBIT margin:	N/A			Outsourcing growth rate:	n/a	HR in Region	N/A
		Net income growth:	N/A						
		Cash conversion:	N/A						
Characteristics   ▪   N/A									

## 3. Organisation chart



## 4. Context and main issues

- Providing day to day financial support to the COO's and Head of Commercial Finance.
- Delivery of monthly financial results with detailed variance analysis, accurate forecasts and clear reporting to stakeholders
- Support the operators in ensuring the cost associated to the contracts / projects are well controlled, and to support with the identification of all costs and revenues associated to the services provided.
- Maintain a professional approach and create strong relationships with internal and external stakeholders.
- Ensure all Sodexo Group Financial Policies are adhered to.
- Ensure effective controls are implemented and maintained at all times.

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

Act as financial support for MTS. This will involve, but is not limited to:

- Ensure all SAP transactions are recorded and posted accurately and maintain a clear chart of accounts in line with month end deadlines.
- Ensure financial control environment is properly implemented, especially around purchase order raising and goods receipting, stock management and cost control.
- Ensure that Sodexo is billing in line with the mechanism(s) set out within the contracts and that all invoice back up documentation is accurately collated and presented to the client to ensure invoices are paid in accordance with contractual terms.
- Monthly income reconciliations, prepayments and accruals journals.
- Develop and maintain a strong working relationship with multiple stakeholders including Sodexo's offshore Finance Shared Service Centre, wider Sodexo Health & Care team and on site senior management.
- Review and analyse site performance and provide commentary prior to declaration of financial results.
- Production of monthly management accounts pack in line with Sodexo regional requirements.
- Attend and contribute to the monthly finance review meeting with the Head of Commercial Finance and COO's.
- Support the management of supplier invoices for all MTS activity with specific attention to allocation of costs to contracts.
- To provide ad hoc financial analysis to the COO's and Head of Commercial Finance as required.
- Seek to continually improve processes.
- Maintain a robust forecasting process, identifying issues and opportunities, working with the Head of Commercial Finance to ensure that the senior managers have action plans in place to address them.
- Providing financial advice to operational management, assisting in driving performance through commercially sound decision making and analysis.
- Deliver Weekly reporting to the management team.
- Support the implementation and on-going delivery of Sodexo and Healthcare segment strategies as required, ensuring effective change management.
- Adhere to Sodexo's Health and Safety policies.
- Assist with annual external audit.

## **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.

- Manage the day to day financial activities on the contract.
- Maintain and implement strong financial controls and ensure compliance with policies.
- Production of accurate monthly and ad hoc financial reporting / forecasting.

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

**Essential:**

- Ability to work under pressure and ensure that deadlines are met.
- Excellent interpersonal skills and the ability to communicate effectively with customers, suppliers, clients and internal team members at all levels of the business.
- Excellent IT skills – Excel, Outlook, Word, PowerPoint.
- Excellent organisation skills and a methodical approach to work.

**Desirable:**

- SAP experience.
- AAT or equivalent.
- Experience of providing financial support in a service-related environment.

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

- **Relationship Management** - is highly effective at building and maintaining business partner relationships internally within a matrix organisation and with a diverse client base.
- **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.

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

Version		Date	
Document Owner			