

Job Description: Senior Management Accountant



Function:	Transversal Finance
Position:	Senior Management Accountant
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Financial Controller
Additional reporting line to:	
Position location:	Salford/flexible

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

- To ensure the accuracy of the financial statements in their scope, by ensuring adherence to accounting standards, and driving compliance across the segment
- Managing the day-to-day accounting and month-end activities, working closely with the Financial Controller to ensure accurate, timely month end close and forecast/budget outputs
- Working alongside the Financial Controller to ensure ownership of balance sheet reporting including timely and robust reconciliations
- To drive process improvements, working alongside the SBS Europe team promoting high quality service delivery.

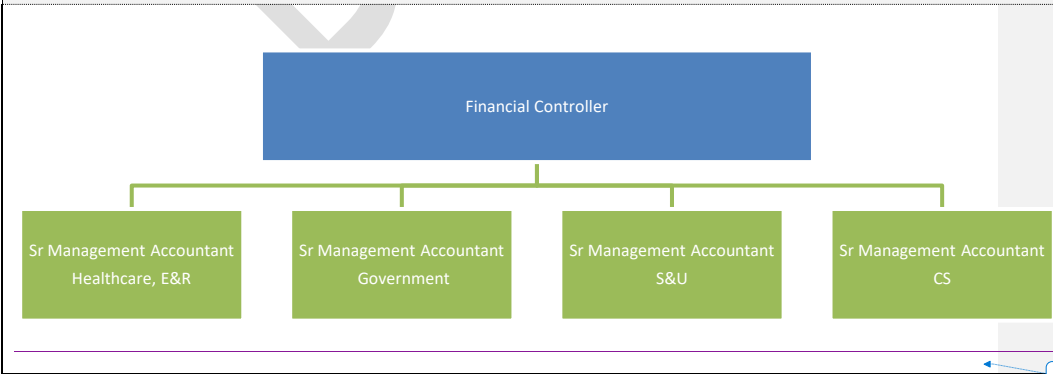
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2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue: €tbc	EBIT growth:	tbc	Growth type: n/a	Outsourcing rate:	n/a	Region Workforce	tbc
	EBIT margin:	tbc		Outsourcing growth rate:	n/a	HR in Region	tbc
	Net income growth:	tbc					
	Cash conversion:	tbc					
Characteristics	<ul style="list-style-type: none">Member of the Financial Control Centre of ExcellenceKey relationships with Segment, Centres of Excellence, Transversal Finance including Control and Compliance and SBS Europe						

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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*0.5 FTE - Sr Management accountant for S&L sits within the segment due to the 50% support provided on contracts.
*Sr Management Accountants will have a dotted line into the segment FCs as well

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.

- The ability to adapt to changes and to always strive for quality and improvements are important characteristics of the role
- Ensure high quality service delivery is maintained for our business segments
- Collaboration with business segment teams and SBS Europe
- Ability to manage relationships

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

- Act as Senior Management Accountant for one or several business segments
- Contribute to the month end process as required, partner with the business to monitor, interpret and close the accounts in a timely manner, ensuring accuracy and compliance with accounting standards
- Act as a finance focal point for all transactional matters, including those conducted in SBS Europe (Porto) for the segment which may include escalating issues, and bringing around resolution of matters with SBS Europe to ensure smooth running of transactional processing, quality outputs and service levels
- Complete month end reporting and assist Financial Controller in other reporting as required and providing appropriate commentaries
- Provide support to Financial Controller in preparation for - and attendance at - review meetings
- Drive compliance in the business; identify areas of non-compliance to improve accuracy, liaise with control & compliance teams
- Review the GL balance sheet reconciliations for their segment, attend reviews with Financial Controller and manage Blackline reviews
- Complete overhead accounting and reporting for one or several business segments
- Support segment SG&A budgeting and forecasting processes where required
- Review and update process notes as appropriate, act as mentor and support for SBS Europe team and training academy
- Support internal and external audits as required
- Support completion of annual taxation packs as required
- Completion of ad hoc requests as required
- Provide cross segment support as and when required

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- Ensure high quality service delivery is maintained for our business segments
- Collaboration with business segment teams and SBS Europe
- Ability to manage relationships, where dual reporting line exists

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- Act as Senior Management Accountant for one or several business segments
- Contribute to the month end process as required, partner with the business to monitor, interpret and close the accounts in a timely manner, ensuring accuracy and compliance with accounting standards

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.

- Accurate overhead accounting and reporting delivered within agreed timelines
- Escalation and resolution of accounting issues, improvements in process and controls
- Rigorous reviews of balance sheet reconciliations, identify keys risks and opportunities
- Positive feedback from, and relationship with, the business

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

- Accounting qualification and experience; Part-Qualified/Qualified Accountant
- 2-3 years [Senior-Management-management](#) accounts experience
- Rigor, accuracy, attention to detail
- Compliance-focussed with a continuous-improvement mindset
- Resilient and motivated with drive and determination to identify and resolve issues
- Ability to produce financial analysis in a clear and concise manner for financial and non-financial personnel
- Ability to interact with different levels of the organisation (Segment FD, SBS Porto, FP&A)
- Ability to work under pressure; think clearly and act decisively
- Good personal organisation skills
- Ability to work independently
- A strong focus on quality and alignment to Sodexo values

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

Anticipates, recognises and responds to client and customer expectations and needs, and tailors solutions to deliver a quality service	Understands and works to achieve agreed SMART objectives
Seeks a win-win business partner relationship internally and with clients	Drives achievement of stretched results in all areas
Values the need for change Is a positive role model for the team and business	Prepared to go the extra mile
Works effectively as part of a team Actively encourages commitment from team members	Takes responsibility for results
Learns from mistakes and grasps key issues to make necessary improvements Works effectively as part of a team	Is able to <u>Can</u> think on their feet, deal with challenging situations, take responsibility for problems as they arise and act decisively

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Helps to embed change and encourages others through periods of change Learns from mistakes and grasps key issues to make necessary improvements	Analyses problems by weighing up options and consequences, and makes sound decisions in a timely manner
Responds to feedback in a proactive manner	Confident to know when and who to ask for help
Shows interest in others and takes time to establish relationships with them	Believes in own ability and has self confidence
Follows Sodexo's Code of conduct/ Ethics Values the need for change	Sees change as an opportunity to grow and make continuous improvements for the benefit of the business
Addresses obstacles and resistance to change within their area of responsibility Helps to embed change and encourages others through periods of change	Addresses obstacles and resistance to change within their area of responsibility

9. Management Approval – To be completed by document owner

Version	4	Date	Oct 2021
Document Owner	Financial Controllers		

DRAFT