

Job Description: Commercial Finance Manager

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| Function: | Finance |
| Job: | Commercial Finance Manager |
| Position: | |
| Job holder: | |
| Date (in job since): | |
| Immediate manager (N+1 Job title and name): | Head of Commercial Finance, South, Healthcare |
| Additional reporting line to: | |
| Position location: | Colchester Hospital with Ipswich Hospital |

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

- The post holder will support the Business & Regional Directors in all aspects of commercial decision making, financial performance, financial control, and contractual negotiations and discussions with Trusts and clients across the portfolio
- The role will be responsible for driving continuously improving financial performance, initiating and supporting local revenue and profit growth projects, and supporting the delivery of segment initiatives.
- Responsibility for accurate financial and management information and the management of a site-based finance function

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.

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|------------------|--------------------|-----|---------------------|-----------------------------|-----|------------------|-----|
| Revenue FY23: | 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 | | | | | |

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.

Head of Commercial Finance,
South, Healthcare

Contract Business &
Regional Directors

Commercial Finance Manager

Finance Assistant

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.

- As an Ambassador to Sodexo, maintain a professional approach at all times and create strong relationships with internal and external stakeholders
- Support the operators in ensuring the contract is being interpreted correctly, service is delivered per the contract and revenues due are billed with suitable supporting documentation. Price any new variations or services to ensure profitable growth for Sodexo
- Ensure all Sodexo Group Financial Policies are adhered to

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

Acting as financial support involves but isn't limited to:

- Support the Operational leads in the management of the on-going complexities of the contract(s) and client(s) expectation across certain contracts
- Involvement in discussions and negotiations with Trusts, and clients influencing decision makers to achieve the best possible outcome for Sodexo
- Providing expert financial and commercial advice to operational management, driving financial performance through commercially sound decision making and analysis
- Production and completion of timely management accounts for the contract, meeting group deadlines and providing excellent balance sheet management
- Production of financial reports, ensuring the company's reporting timetable is met on a monthly, quarterly, annual or ad-hoc basis
- Ensure that Sodexo is billing in line with the mechanism(s) set out within the contracts
- Together with the operators, ensure that there is a robust process in place to facilitate the timely collection of debt
- Agreement of annual budgets and maintaining a robust forecasting process across the remit, identifying issues and opportunities and ensuring that the operations managers have plans in place to address them
- Ensure contract variations are appropriately documented, calculated and accounted for
- Identify and crystallise opportunities and manage risks within the contracts, escalate these in a timely manner
- Work with Management to scope, instigate and facilitate the delivery of budget and other targets/ initiatives that will drive financial performance
- Preparation of relevant, timely management information to equip the operators with the information required to make business decisions
- Ensure all appropriate company finance and compliance policies including control of equipment, stocks and cash are complied with, carrying out regular audit checks of departments.
- Identification of process efficiencies and personal training needs
- Supervise and manage a team based at site, giving them clear direction, and including effective communication to ensure high levels of engagement.
- Undertake any associated project related work (e.g. IT system upgrades / Group initiatives) to assist with improving delivery of the finance team services and better support contract performance
- Provision of financial support for central projects and initiatives including the production and circulation of accurate MI
- Support the implementation and on-going delivery of Sodexo and Healthcare segment strategies as required, ensuring effective change management.
- Develop and maintain a professional working relationship with both internal and external clients to ensure the provision of a quality Finance support function at all times
- Maintain a flexible and team focused approach
- Other duties as requested by the Head of Commercial Finance, South and the Finance Director

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.

- Credible relationships built with Trusts, clients and on-site team and strong engagement levels within own team
- Month-end reports, forecasts and budgets prepared accurately, in line with the timetable and reflect all known risks and opportunities.
- Robust financial controls and disciplines in place on site which adhere to Group policies and are compliant
- All variations and new business priced effectively and are profitable upon delivery

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

Essential

- Qualified accountant (CIMA, ACA, ACCA) with 5 years post qualification experience
- Proven commercial acumen and negotiation skills gained through experience in dealing with complex contracts
- Strong communicator with the confidence to challenge, influence and support at all levels
- Demonstrable experience in continuous improvement and driving financial performance. The ability to keep focus on day-to-day performance whilst simultaneously pursuing longer-term opportunities
- Ability to work to tight deadlines and prioritise workload
- Proficiency in conveying and questioning financial information with non-specialists
- Be a key contributor to a strong and motivated finance operational team
- A keen attention to detail
- Experienced Microsoft Office user with a particular strength in excel modelling

Desirable

- Proven Healthcare industry experience
- Contract mobilisation and stabilisation
- Systems experience (SAP)

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

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| ▪ Growth, Client & Customer Satisfaction / Quality of Services provided | ▪ Leadership & People Management |
| ▪ Rigorous management of results | ▪ Innovation and Change |
| ▪ Brand Notoriety | ▪ Business Consulting |
| ▪ Commercial Awareness | ▪ HR Service Delivery |
| ▪ Employee Engagement | ▪ Learning & Development |

9. Management Approval – To be completed by document owner

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|----------------|---|------|------------|
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| Document Owner | | | |