

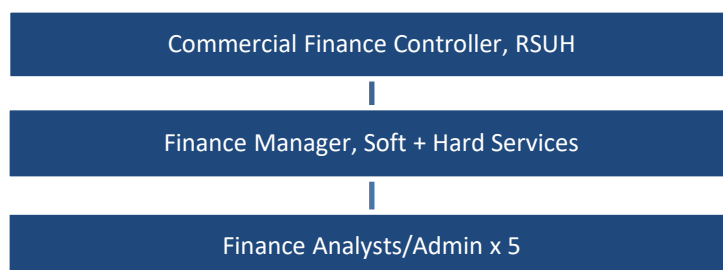
Job Description: Finance Manager

Function:	Finance
Job:	Finance Manager
Position:	Finance Manager
Job holder:	tbc
Date (in job since):	n/a
Immediate manager (N+1 Job title and name):	Commercial Financial Controller
Additional reporting line to:	n/a
Position location:	Royal Stoke University Hospital

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

- Responsibility for accurate and efficient financial and management information
- To support the Royal Stoke & Haywood Soft FM + Hard Services with a variety of finance functions, in a timely and accurate manner

2. 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.



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 cost associated to the contract are well controlled, and to support with the identification of all costs and revenues associated to the services provided
- Ensure all Sodexo Group Financial Policies are adhered to

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

- Delivery monthly financial results with detailed variance analysis, accurate forecasts and clear reporting to stakeholders within key Healthcare deadlines
- Play key part in Creation 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
- Manage and develop the onsite Finance team to realise their full potential and provide robust financial support to the site operational team. Ensure Site Finance processes are completed accurately within Healthcare Deadlines and putting training in-place to ensure team robust in times of absence.
- Identification of process efficiencies
- Ensure Compliant/Overseas Finance Processes such as Cash/Capex.
- Complete costing of temporary/permanent variations (new plus extensions)
- Support/challenge Operational Management in controlling aged WIP (chase through to billing)
- Support operational Managers in ensuring we are compliant with Healthcare Controls (unit Business Health Checks)
- Control of the process for rechargeable works carried out with a view to recharge in a timely manner
- Ensure that there are robust financial controls that maximise revenues from rechargeable work, escalating non-adherence to senior management
- Ensure a working knowledge of what work is contractually rechargeable and provide challenge to managers ensuring revenues are maximised
- Support the finance team to maintain an accurate ledger or maintenance contracts and proactively advise managers when they are due for renewal
- Ensure contract variations are appropriately documented, calculated and accounted for
- Support the Commercial Financial Controller with a robust process in place to facilitate the timely collection of debt
- Provide Auditors Support regards financial queries
- Ensure that SAP Workflows are regularly reviewed and kept to a minimum
- Support the Commercial Financial Controller to raise commercial and contract awareness across the site Sodexo management team to optimise financial performance within the contract framework
- Adopt an approach of continuous improvement, keeping up-to-date with changes in policy, procedure and legislation. Revisit key policies regularly to ensure the team is up to date with recommended financial best practice
- To support the Commercial Financial Controller through a variety of ad hoc tasks focused around the identification and analysis of site performance metrics
- 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
- Providing expert financial advice to operational management, driving financial performance through commercially sound analysis
- Preparation of relevant, timely management information to equip the operators with the information required to make business decisions
- 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 work approach
- Other duties as requested by the Business Director and Commercial Financial Controller

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.

- Month-end reports, forecasts and budgets prepared accurately, in line with the timetable and reflect all known risks and opportunities
- All variations and new business priced effectively and are profitable upon delivery
- To provide robust MI and financial insight to operational managers to support the site and division
- Manage and develop the on-site Finance team

- Requests from the Commercial Financial Controller and Business Director are actioned to an acceptable standard and within timescales

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

Essential

- Qualified or part-Qualified accountant (CIMA, ACA, ACCA) or QBE
- Strong communicator with the confidence and capability of challenging Operational Managers and ensuring adherence to agreed procedures
- Proven and successful finance experience
- Strong time management and organisational skills to deliver an effective Finance function
- Ability to explain financial concepts to non-financial subjects
- Ability to retrieve large amounts of information from disparate sources and generate meaningful MI
- Ability to work under pressure to tight deadlines
- Good Excel skill and knowledge of other Office applications (Word/PowerPoint)
- Ability to develop team members effectiveness

Desirable

- Knowledge of Agenda for Change pay and conditions
- Experience of working in Healthcare environment or Facilities Management
- Experience of financial tools and systems (eg. SAP / Hyperion Essbase)
- Knowledge of Soft FM + Hard FM environment and service delivery

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

<ul style="list-style-type: none"> ▪ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ▪ Leadership & People Management
<ul style="list-style-type: none"> ▪ Rigorous management of results 	<ul style="list-style-type: none"> ▪ Innovation and Change
<ul style="list-style-type: none"> ▪ Brand Notoriety 	
<ul style="list-style-type: none"> ▪ Commercial Awareness 	
<ul style="list-style-type: none"> ▪ Employee Engagement 	
<ul style="list-style-type: none"> ▪ Learning & Development 	

9. Management Approval – To be completed by document owner

Version	1.0	Date	22/01/2024
Document Owner			