

Job Description:
Commercial Finance Manager

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| Function: | Finance |
| Job:  | Commercial Finance Manager |
| Position:  | Commercial Finance Manager  |
| Immediate manager (N+1 Job title and name): | Finace Business Partner – HPL, Ascot & Airport Lounges |
| Additional reporting line to: | Executive Director  |
| Position location: | Edinburgh  |
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| 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 act as an effective finance business partner to the operational teams.
* Lead the financial operations and processes for all contracts under the Heritage Portfolio brand, to be robust, timely, accurate and clear
* Support Finance Business Partner in Adhoc wider segment project work & reporting requirements assisting to provide commercial insight across the Sodexo Live! Business.
* 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 ensure that all team members work in a safe environment
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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. |
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| Characteristics  | * The current business has contracts spread across Scotland. It includes 11 locations in Scotland, including RBGE, Perth & Musselburgh Racecourses, Signet Library, Dundas Castle and Mansfield Traquair .
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| 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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| Finance Business Partner – HPL, Ascot & Airport LoungesManaging DirectorHeritage PortfolioCommercial Finance ManagerOperational site / contract leadsSite based finance teams (3 direct reports) |

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| **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. |
| * Ensure compliance with all Sodexo policies, procedures and reporting timetables.
* Provide excellent commercial support to the site operational teams, the client and to the wider Sodexo organization both directly and indirectly through wider on site finance teams.
* Volatility in business volume and ensuring that the cost base is flexible whilst maintining the skillset to manage busier periods
* Control & compliance with all Sodexo policies, procedures and reporting timetables in a fast paced environment
* Various limited accounting systems that require manual intervention. Lack of integration with potential efficiency loss.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Support & drive the production of accurate and timely management accounts provinding commercial commentary & insight around variances & results
* Accurate, timely and frequent reporting of the financial performance of the contracts
* Support & drive operational leads to compile, understand and report P&L forecasts and budgets as required
* Work with operational leads on various commercial modelling of current projects, upcoming tenders/retenders & adhoc analytics to drive & enhance operational efficiency & profitability
* Assist Finance Business Partner on adhoc segment projects & wider reporting
* Establishing effective relationships with clients and operational heads of department to maximise influencing ability, ensure operarational teams have a robust understanding of their site finance, and the impact their decisions have.
* Demonstration of understanding contract key drivers through improved reporting
* Conducting and conclude any audit activity and delivery of action plans
* Management of the control environment (process & procedures)
* Motivating and engaging the on-site finance team members and ensuring they are fully connected to other site based departments
* Active member of the senior finance team within the SLT segment
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| 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. |
| * Establishment of best practice Sodexo accounting and control procedures. Support the business, General Manager's and administrators in delivering key system and process improvements.
* Support the planning and delivery of the commercial operation throughout all contracts
* Provision of robust forecasts and budgets ensuring information integrity and high quality and flexible analytical insight.
* Manage, coach and develop direct reports to ensure the best finance team members are in place with the necessary skills to perform the role.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Experience and Qualifications* Part Qualified accountant, or qualified by experience
* Excellent Microsoft Excel skills with experience in management accounts and reporting developments
* Desirable to have good working knowledge of SAP and Essbase or other large accounting systems
* Experience in operational and financial controls and continuous improvement of such
* Desirable to have knowledge of a high-volume retail and cash environment and client contracts
* Strong interpersonal skills and leadership of team members
* Clearly identifiable influencing skills

Capabilities* Relationship Management - Is effective at building and maintaining win- win business partner relationships internally and with clients.
* 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
* Planning and Organisation - Consistently completes deliverables within deadline, within budget, and beyond expected quality, even under time pressured conditions.
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| 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
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | * Business Consulting
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| * Commercial Awareness
 | * HR Service Delivery
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Document Owner | James Purcell |

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