

# Job Description: Finance Manager

Function:	Universities
Position:	Finance Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Partnership Director
Additional reporting line to:	
Position location:	University of Greenwich, Avery Hill, Greenwich & Medway Campuses. (Hybrid)

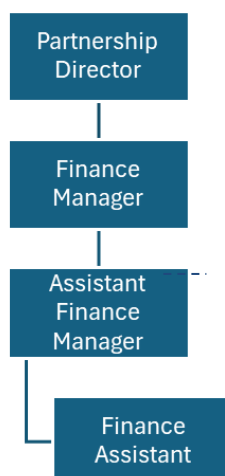
## 1. Purpose of the Job – State concisely the aim of the job.

The Finance Manager is responsible for the full financial management of a large Integrated Facilities Management (IFM) contract within a university setting. This includes overseeing the contract's Profit & Loss (P&L), ensuring financial performance aligns with contractual and business objectives, and driving cost efficiencies while maintaining service quality. The role provides financial insight and strategic support to operational teams, ensuring robust budgeting, forecasting, and financial reporting to optimise profitability and compliance.

## 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 FY24:	£20m	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.



**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.

- Full P&L responsibility
- To manage contractual risks, financial processes, and performance against KPIs.
- To support the University of Greenwich Partnership Director and Senior Management Team in all aspects of financial performance & reporting, financial control
- Responsible for driving financial performance, initiating and supporting local revenue and profit growth projects and supporting the delivery contractual and budget initiatives.

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

- Ensuring that committed targets are met or exceeded and that costs and revenues are closely managed over the course of the financial years to ensure clarity on performance and provide the means to respond rapidly to any threats to financial performance. Measures include revenue growth, profitability and contract KPI targets.
- Provide end of month journal & results analysis support.
- Work with the Partnership Director and the management team to ensure a robust commercial process is in place to achieve Sodexo bid, budgets and forecasts.
- Undertaken monthly business reviews to measure financial performance
- Undertake and support with on-site compliance audits.
- Support in devising financials process
- Support contract variations with financial scenarios and attend monthly/quarterly client meetings.
- Provide specialist financial and commercial advice to operational management, driving financial performance through commercially sound decision making and analysis.
- Ensure that Sodexo revenue recognition billing is as per set out within the contract.
- Ensure contract variations are appropriately documented, calculated and accounted for.
- Involvement in discussions and negotiations with the Partnership Director, and other Heads of Service, influencing decision makers to achieve the best possible outcome for Sodexo
- Proactively work with client and other key stakeholders for timely reporting financials performance as per contract SLA, providing monthly billing with backup information & collection of debt.
- Agreement of annual budgets and maintaining a robust forecasting process across contracts, identifying issues and opportunities and ensuring that the operations managers have plans in place to address them.
- Identify and crystallize opportunities and manage risks within the contract, 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.
- Support the implementation and on-going delivery of Sodexo and Universities segment strategies as required, ensuring effective change management.

**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.

- Lead the team to ensure that strategic objectives and tactics are communicated and executed to achieve both contract and segment targets.
- Provide insights that improve reduce risk and liability and provide actionable insight for our clients
- Manage University of Greenwich contract daily, weekly, monthly & year-end financial activities including all internal; and external; reporting.
- Identifying any risks and issues, escalating where appropriate.
- Ensuring accurate financial and management information and the management of a site-based finance function, giving clear direction, and effective communication to ensure high levels of engagement.

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

- **Qualifications & Experience**
- Professional finance qualification (e.g., ACCA, CIMA, ACA).
- Proven experience in a finance management role.
- Strong understanding of financial reporting, budgeting, and forecasting.
- Experience in financial analysis and cost control.
- Knowledge of financial regulations and compliance.
- 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
- Ability to work to tight deadlines and prioritise workload
- **Technical Skills**
- Proficiency in financial software (e.g., SAP, Oracle, Sage, or equivalent).
- Advanced Excel skills (financial modelling, pivot tables, macros).
- Strong understanding of financial statements and business performance metrics.
- **Leadership & Business Acumen**
- Ability to manage and develop a finance team.
- Strong commercial awareness and ability to support strategic decision-making.
- Experience in working with senior stakeholders and non-financial teams.
- **Soft Skills**
- Strong analytical and problem-solving skills.
- Excellent communication and presentation abilities.
- High attention to detail and accuracy.
- Ability to work across functions and with client and suppliers to achieve outcomes.

**8. Competencies** –

▪ Client & Customer Satisfaction / Quality of Services provided	▪ Innovation and Change
▪ Rigorous management of results	▪ Commercial Awareness
▪ Strong written and verbal communication	

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

Version	1.0	Date	01/2025
Document Owner	Fiona Stewart		

**10. Employee Approval** – To be completed by employee

Employee Name		Date	
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