

**GOVERNMENT**

Job Description:
Management Accounts Assistant

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| Function: | Government |
| Generic job:  | Finance Analyst/Administrator – J2 – SAP ID 384 |
| Position:  | Management Accounts Assistant |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Commercial Finance Manager |
| Additional reporting line to: |  |
| Position location: | Aspire Business Centre, Tidworth, Wiltshire |
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| 1. Purpose of the job  |
| The role is a key link in managing relationships with the client while helping to support and drive financial performance across the Allenby Connaught contract:* Provide financial support to the Commercial Finance Manager and contract management team
* Manage and maintain the production of Defence and Client monthly reporting models and packs
* Develop a commercial awareness of the contract to understand risks and opportunities
* Drive improvements in financial reporting and analyse underlying business performance
* Up skill operational line managers to help develop their knowledge and financial acumen
* Support in ad hoc projects
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| 2. Dimensions  |
| Revenue FY17: | £54m | EBIT growth: | - | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | 15% |
| Net income growth: | - | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | - |
| Characteristics  | * Efficient financial and operation models that meet the needs of accuracy, completeness and user acceptability/friendliness. A positive and timely approach to model updates and rework
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| 3. Organisation chart  |
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| **4. Context and main issues**  |
| * Develop a comprehensive knowledge of the PFI contract to gain an appreciation for financial consequences of amendments and possible risks or opportunities
* Financial reporting of the month end results ensuring that reports are produced and distributed accurately and in time for finance reviews both internally and with the customer
* Making sure any necessary changes and maintenance are dealt with promptly
* Assist the CFM in the preparation of forecast and budgeting processes
* Provide support to the CFM for substantial projects and completion of ad hoc tasks. This may require contact with the wider management team of Allenby/Connaught therefore it is critical to establish relationships and maintain a strong working relationship with senior managers within the contract
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| 5. Main assignments  |
| * Completion and analysis of the monthly accounts for Allenby Connaught, including compilation of journals and posting, interrogation of variances and determine underlying business trends
* Assist in reviewing labour management KPI’s and ensure that labour costs are proportioned to the correct cost areas
* Produce the monthly reporting packs for the Defence Finance Reviews in a timely and accurate fashion
* Production of client facing monthly reports and commentary to support the presented results
* Using, maintaining and further developing complex macro based spreadsheets to access financial data from SAP via Essbase/SmartView
* Manage, maintain and review trading data for Retail and PAYD operations to track and monitor these key performance areas
* Ensure all finance processes are delivered in accordance with the finance calendar and timetable
* Actively identify and recommend process and procedural improvements
* Provide support to services managers to develop their teams and assist in coaching managers in all finance and commercial areas
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| 6. Accountabilities |
| **Leadership and people*** Role model Sodexo behaviours to improve engagement, enhance performance and retain Investors in People accreditation
* Provide support to services managers to develop their teams and assist coaching managers in all finance and commercial areas
* Build personal effectiveness in all situations

**Risk, governance and compliance*** You will demonstrate an understanding of all company risk, reporting and governance processes, ensuring that these are fully applied, complied with and adhered to
* Relationship management, client and team
* All finance processes are delivered in accordance with the finance calendar and timetable

**Continuous development*** Demonstrate systems expertise, working with the finance community to learn and fully utilise available tools so that information can be drawn on a regular and ad-hoc basis
* Recommend opportunities to enhance business performance through innovation and cost efficiency gained from insightful financial and commercial analysis
* Continuous professional development in industry/specialism

**Service Excellence*** Drive all aspects of service excellence across the business area including brand integrity, quality, compliance, Sodexo’s corporate social responsibility and service standards
* Promote Sodexo as the preferred employer, internally and externally, adhering to the Sodexo recruitment policies and raise the profile of Sodexo in local communities, building relationships with key stakeholders
* Live the Sodexo values and promote brand standards as an ambassador
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| 7. Person Specification  |
| Essential* Accounting qualification or equivalent practical experience in a finance environment
* Excellent numerical skills and attention to detail
* Experienced in Microsoft Office and complex Excel spreadsheets
* Experience of SAP
* Strong system/database design/management and extraction skills
* Good presentation skills
* Ability to work well with all levels of management and staff
* A self-starter capable of working individually and as part of a team

Desirable* Previous experience in MI reporting and commercial analysis
* CIMA/ACCA part qualified
* Experience of Hyperion Essbase / SmartView
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| 8. Competencies  |
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| * Growth, client and customer satisfaction, quality of services provided
 | * Industry acumen
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| * Rigorous management of results
 | * Analysis and decision making
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| * Leadership and people management
 | * Planning and organising
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| * Innovation and change
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| * Brand notoriety
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| 9. Management Approval – To be completed by document owner |
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| Version | 1 | Date | 12 April 2022 |
| Document Owner | E Corbett |

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