

**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 |
| |  |  | | --- | --- | | * Growth, client and customer satisfaction, quality of services provided | * Industry acumen | | * Rigorous management of results | * Analysis and decision making | | * Leadership and people management | * Planning and organising | | * Innovation and change |  | | * Brand notoriety |  | |

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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1 | Date | 12 April 2022 | | Document Owner | E Corbett | | | |