

Job Description:

Finance Assistant

Function:	Healthcare Finance
Position:	Finance Assistant
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Finance Manager (Joanna Wawer)
Additional reporting line to:	Assistant Finance Manager (Hard FM) (Ritu Pahuja)
Position location:	Royal Stoke University Hospital, Newcastle Under Lyme

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

- Responsibility for the accurate and efficient trading of all accounts information across Soft FM and Hard FM Operations.
- To Support the Royal Stoke & Haywood, and the North Division with a variety of finance functions, in a timely and accurate manner.

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

- Creation of purchase orders and to support the Operational team to ensure that purchase requirements are met,
- To ensure accurate and timely processing of supplier documents via supporting the Healthcare Finance Hub to reconcile supplier invoices,
- Cash reconciling for onsite Retail units,
- To support the Finance Manager and Assistant Finance Manager through a variety of ad hoc tasks focused around the identification and analysis of site performance metrics,
- Production and circulation of weekly reporting to Operational Management, highlighting key variances for food, non-food and labour consumption,
- Calculation of Trading and Labour accruals/Prepayments to support month end activities,
- Compilation of invoicing for Hospitality functions,
- The raising of contractual and ad hoc invoices,
- Assist in the control of the process for rechargeable works carried out with a view to recharge in a timely manner,
- Assist in the creation and implementation of robust financial controls that maximise revenues from rechargeable works, escalating non-adherence to senior management,
- Gain a working knowledge of what work is contractually rechargeable and provide challenge to managers to ensuring revenues are maximised,
- Maintain an accurate ledger of maintenance contracts and proactively advise managers when they are due for renewal,
- Ensure that SAP workflows are regularly reviewed and kept to a minimum,
- Ensure invoices are appropriately checked against delivery or delivery notes and authorised by department managers prior to processing, advising managers of queries raised against invoices or delivery notes,
- Help the Finance Manager and Assistant Finance Manager to raise general commercial and contract awareness across the site to the Sodexo Management team and other employees in order 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 financial best practice.
- Undertake any associated project related work (e.g. IT Systems Upgrade, Group Initiatives) to assist with improving delivery of the finance team services and better support contract 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 Healthcare segment strategies as required
- Other duties as requested by the Finance Manager, Business Director and Commercial Finance Controller
- Undertake any associated project related work (e.g. IT Systems Upgrade, Group Initiatives) to assist with improving delivery of the finance team services and better support contract 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 Healthcare segment strategies as required
- Other duties as requested by the Finance Manager, Business Director and Commercial Finance Controller

3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Candidate must work within Sodexo Trading/Cash Counting Policies
- Candidate must have strong communication skills (able to deal with Non-financial Operational staff)
- Candidate must be able work in a timely manner to strict weekly/monthly deadlines with a high level of accuracy

4. 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.

- Ensure that accounts are complete and contain all costs and revenue for the relevant period on time,
- Control day to day rechargeable works process to maximise profit,
- Ensure a strong control environment by working within Sodexo policies and procedures.

5. 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.

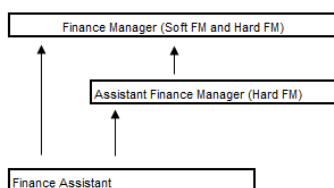
Total Revenue FY24: £36m	Cash Sales	£3m	EBIT £4m	Permanent Staff:	900
	Personnel Costs:	(£26m)		Finance Team:	6
	Food Costs:	(£5m)			
	Other Costs:	(£2m)			

Characteristics ▪ Total Onsite Soft FM Financial Indicators/Targets FY24 (Sept-23 to Aug-24)

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Working knowledge of Financial Account entries
- Capable of challenging Operational Managers and ensuring adherence to agreed procedures,
- Ability to explain financial concepts to non- financial subjects,
- Ability to retrieve large amount of information from disparate sources and generate meaningful MI
- Ability to work under pressure to tight deadlines,
- Good excel skills and knowledge of other office applications (Word/Power Point)

7. Organization chart – Indicate schematically the position of the job within the organization. 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.



Levels

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Received:

Date:

Date:

Job holder

Immediate Manager

