

Job Description: Finance Coordinator

Function:	Finance
Position:	Finance Coordinator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Finance Hub Manager
Additional reporting line to:	
Position location:	Data Centre – Salford

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

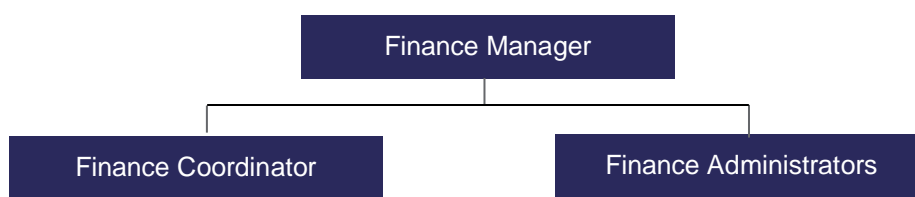
- Ensure the trading, payroll and purchase order administration of the contracts run smoothly, producing high quality accurate work and meet deadlines, providing an efficient and effective finance administrative support service to the business at all times.
- Ensure all company procedures and compliance are strictly adhered to by yourself and others
- To maintain a robust internal control environment ensuring the integrity of site financial reporting

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.

Financial ▪ N/A

Non Financial ▪ N/A

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.

- Supporting a team to provide an efficient and accurate trading and payroll process function, standardising activity across the segment.
- Flexible approach to hours, especially around month and year end is required and flexibility to travel for training and support may be required.
- During the course of your duties you may have access to confidential information, which must not be divulged to an unauthorised person at any time.

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

- Ensure that the trading procedures are carried out in accordance with the Sodexo Policy, delivering timely and accurate transactional processing, payroll services and creation of purchase orders, whilst ensuring compliance for area of responsibility
- Ensure that the company's reporting timetable is met and all appropriate policies for stocks and cash are complied with
- Ensure the timely raising and receipting of purchase orders and review of monthly commitments is carried out alongside communication of work flow issues
- Ensure input of stock is accurately carried out and reviewed at the end of each trading period and stock holding and consumption figures show a true representation of managers declarations
- Maintain a compliant and accurate invoice / dummy policy and ensure all processes are followed within the finance administration team and up to date to provide timely trading across the sites
- Ensure the accurate recording and collation of all trading documentations ready for period end submission is carried out across all sites
- Support the Finance Hub Manager in ensuring the efficient operation of the payroll function. Ensuring the accurate collation and recording of all pay variation information within the payroll system, to the required deadlines.
- Ensure the accurate recording of Agency hours worked and reconciliation against invoices received
- Ensure agency pay information is communicated to Blue arrow and uploaded in to Essbase on a weekly basis
- Support the administration team in all daily tasks, providing training for team members through regular 1-2-1 discussion & huddles
- Working pro-actively to make on-going improvements within your area of responsibility, and identify training needs for members of the team
- Provide support to operational colleagues throughout the month where necessary including training & communication of responsibilities where required.
- Adopt a flexible and team working approach and to perform your duties
- Undertake training as directed by your manager
- Any reasonable management request

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.

- Weekly and month end deadlines met with accurate and compliant trading accounts information produced
- Provide a payroll service in line with the company guidelines
- Project Clear compliant

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

Essential

- Worked within a busy accounts environment.
- Pro-active approach to compliance and a can do attitude.
- Excellent interpersonal and communication skills with the ability to relate to all levels within
- Positive approach to learning in role and identifying own training needs as appropriate.
- Excellent time management and organisational skills to deliver effective Finance department service in a demanding environment with the ability to work to tight deadlines.

- Ability to develop team members' effectiveness using coaching and facilitation skills and successfully implement changes
- Ability to work as part of a team.
- Ability to adhere to standards and procedures.
- Ability to act on own initiative and adapt quickly to change.
- Working knowledge of EProphIT and / or UDC payroll

Desirable

- Knowledge of EProphIT and SAP
- Experience of managing a team
- Excellent Excel Skills
- Recent experience of SAP MM or other finance systems (Sage, Oracle)

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Growth, Client & Customer Satisfaction / Quality of Services provided
- Rigorous management of results
- Employee Engagement
- Learning & Development