

Job Description: Financial Planning & Analysis (FP&A) Manager



Function:	Finance
Position:	Financial Planning & Analysis Manager
Job holder:	n/a – repurposed position
Date (in job since):	
Immediate manager (N+1 Job title and name):	Director of FP&A
Additional reporting line to:	n/a
Position location:	Manchester

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

This role will lead:

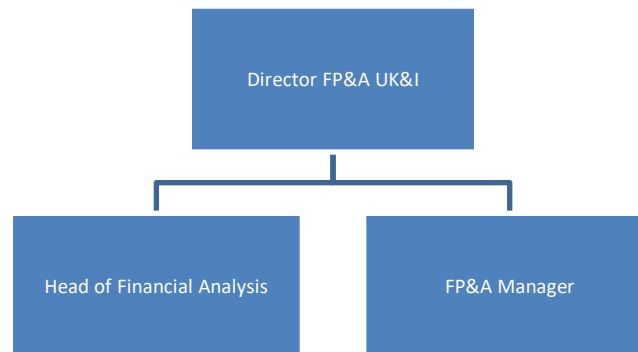
- Lead in the provision of management reporting
- Manage financial planning processes and outputs for the region
- Provide financial analysis and decision support

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.

FY22 Revenue €2.0bn	Growth opportunities across all segments.	▪ Region wide remit, primarily focusing on 6 operating segments
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- Characteristics: Senior member of the regional transversal finance team

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.



Structure of direct reports to the Heads is TBC.

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.

- The regional reporting & planning solution is diverse, we need to create consistency and standardisation, whilst maintaining those segment customisations that add value.
- Helping to optimise processes (e.g via automation & efficiencies).
- Ensuring alignment with global stakeholders, global reporting solutions & adherence to Sodexo policies (e.g finance & data protection)

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

Management Reporting

- Lead the production of monthly management accounts, including interpretation of results
- Ensure that all routine management information is produced in a timely manner, contains reliable information which has been agreed by key stakeholders
- Assist in the production of reports and presentations to the Regional Leadership
- Ownership of certain reporting processes and requirements

Decision support

- Analysing financial and operational results to better understand company performance
- Use the output of financial models and analysis to support decision making
- Ensure the integrity of financial models and projections through implementation of suitable controls, documentation, and testing
- Analyse competitor and market financial information to provide insight

Planning

- Manage annual and quarterly planning processes, including setting timetables and sharing assumptions
- Delivery of consolidated financial plans and tracking of variations
- Cash forecasting and monitoring
- Analysis of plans ensuring variances are understood, and risks and opportunities are highlighted
- Provide strategic and long-term financial planning support

Other

- Identifying and implementing efficiency and improvements in processes
- Custodian of regional masterdata governance
- Act as the finance lead / participate in projects as required
- Lead a small number of direct reports, including setting objectives, managing/organising work and devoting time to coaching and training.

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.

- Accurate, timely and insightful monthly management accounts
- Financial analysis to support data led decision
- Delivery of annual and quarterly financial planning requirements

- Modelling and analysis to supporting strategic planning process

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

- Qualified accountant (ACA / ACCA / CIMA)
- Strong financial acumen, including technical accounting, finance systems, operational and financial planning
- Excellent modelling and financial analytics skills
- Great conceptual thinker
- Strong interpersonal, communication and presentation skills (written and verbal)
- Organized and able to build plans to meet changing priorities and deadlines.
- Takes ownership and initiative
- Ability to navigate through a matrix organization structure and deliver results in a multi- stakeholder and consultative culture
- Flexible and pragmatic

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

▪ Analysis and decision making	▪ Work to tight deadlines
▪ Team player	▪ Communicates effectively
▪ Optimises work processes	▪ Collaborates

9. Management Approval – To be completed by document owner

Version	1	Date	23/03/2023
Document Owner			