

Job Description:
Commercial Assistant

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| Function: | Cost Audit |
| Job:  | Commercial Assistant  |
| Position:  | Commercial Assistant |
| Job holder: | N/A  |
| Date (in job since): | N/A |
| Immediate manager (N+1 Job title and name): | Elizabeth Hirst  |
| Additional reporting line to: | n/a |
| Position location: | Leeds/home based |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| As a Commercial Assistant, you will be accountable for ensuring invoices are paid and accurate and transactional commentary is up to date whilst challenging suppliers around value and driving the supplier to enhance that value through benchmarking and cost analysis.* Ensure contractual compliance of 3rd party supplier invoices, complete value for money reviews of both reactive and Minor Works, challenging and making agreements as necessary on behalf of the client.
* Ensure that the supply chain is delivering the agreed standard of works and within budget constraints.
* Certify invoices for payment and facilitate those payments upon the client’s behalf.
* Provide knowledge and information based upon those desktop audits and highlight potential risk.
* Provide support to the Supply Chain Managers (internal/external), Lead Cost Audito and other members of the team, aiding in the development of the account & function.
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| 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. |
| Characteristics  | * Spend Under Management = Circa £40m/p.a.
* Circa 75,000 transactional/electronic invoices p.a.
* Circa 180 Suppliers
* Governance over the 3rd party suppliers commercial & finance process.
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| 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. |
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| **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. |
| * Methodology - the role requires an analytical approach in processing a high Nr of transactions, whilst having the ability to apply a level of technical & contractual understanding in challenging suppliers to obtain their agreement where necessary
* Audit - ensure a full audit trail is in place to satisfy internal and external auditors (Sodexo; Client)
* Relationships - establish and develop excellent working relationship with the (Client) functional Centres of Excellence; Customers; Suppliers and other relevant parties
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Conduct audit checks on 3rd party suppliers; ensure they are contractually compliant and are generating value for money. Check, verify and review rates and costs (day rates, schedule of rates, other)
* Apply technical knowledge in analysing data, reporting and creating solutions
* Managing, and negotiating supplier queries through to acceptance
* Progress escalations with Contractors to resolution or escalate as required to the Management Team
* Attend supplier meetings to conduct audits, resolve queries, and review best practice as required
* Provide “insight & feedback” reports following audits, capture supplier behaviours for inclusion in monthly reporting
* Review and report on-going performance of the Supplier against contractual obligations
* Identification of works which require an on site audit
* Facilitate supplier payments
* Build and maintain effective relationships with client, suppliers and internal teams
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| 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. |
| * Successfully meeting operational team KPI’s
* Commercial awareness of client and supplier requirements and understanding of services provided in order to provide added value to the processing and reporting mechanism
* Proactively support all colleagues in the team, to ensure that all services and KPIs are achieved
* External/internal relationships with existing customers, suppliers and other relevant bodies are effective and developed to maximise opportunities
* Facilitate a more knowledgeable client and management team
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential* Demonstrable Commercial acumen
* Demonstrable knowledge of Building Services
* Demonstrable knowledge of property, building fabric and M&E terminology
* Analytical with exceptional numerical skills
* Data analysis and trending skills – analysing Excel style data sets to identify trends
* Highly organised with strong attention to detail (create written/edit documents and run spread sheets)
* Motivated to continuously develop technical skills and knowledge
* Experience of using MS Office, including: Outlook – email and diary management, Excel – create and edit spread-sheets, Word – create and edit detailed documents

Desirable* Graduate/working towards degree in Construction (Quantity Surveying, Project Management, Supply Chain Management, or similar)
* Ideally customer/supplier relationship management experience
* Experience of working within an M&E related role – heating engineer/electrician/similar
* Previous experience at working within an FM delivery model/Building services
* Experience of working with Verisae/Accruent
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| **Competency** | **Key Areas** |
| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Focusing on client and customer
* Strategy and implementation
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| * Rigorous management of results
 | * Business and financial acumen
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| * Innovation and Change
 | * Intellectual agility and eagerness to learn
* Personal and influencing skills
* Driving for change
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| 9. Management Approval – To be completed by document owner |
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| Version | 1.0 | Date | 08/10/2020 |
| Document Owner | Jo Rathmell  |

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