

Job Description:
Supply Management – Senior Commercial Finance Manager

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| Function: | Transversal Finance |
| Job:  | Supply Management – Commercial Finance Manager |
| Position:  | **Senior Commercial Finance Manager** |
| Job holder: | Ant Carey |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Head of Finance – Operational Finance  |
| Additional reporting line to: |  |
| Position location: | Office Based/home worker – 1 day per week Stevenage office (flexibility to travel within the UKI) |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| Lead and Govern Commercial Finance Operations* Oversee the Supply Management commercial finance team, ensuring robust financial governance, accurate reporting, and alignment with global standards.
* Maintain accountability for key team members and drive performance across financial activities.

Drive Strategic Financial Planning and Insight* Collaborate with Finance Directors and Supply Management teams to forecast inflation, segment income, and product strategy.
* Deliver actionable insights through benchmarking, market analysis, and regular reporting to support strategic decision-making.

Optimize Vendor Relationships and Contractual Agreements* Lead financial reviews and approvals of vendor negotiations and contracts.
* Build strong vendor relationships and expand digital efficiencies (e.g., Electronic Data Interchange) to streamline invoice processing and rebate management.

Support Key Initiatives and Commercial Projects* Partner with UK&I and global Supply Management functions to execute initiatives that enhance supply chain competitiveness.
* Ensure accurate tracking and delivery of KPIs including volumes, savings, inflation, and broker fees.

Enhance Pricing Accuracy and Market Competitiveness* Oversee product price file maintenance and ensure data integrity within the Product Database.

Participate in pricing meetings and ensure pricing strategies are aligned with market benchmarks and business objectives. |

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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. |
| Expenditure €800m, annual savings initiatives €15m+,  |
| Characteristics  | * Senior member of the Supply management Finance Team with 5 Direct Reports,
* Overseeing the commercial supply management finance activity within the UK, covering €800m expenditure.
* Key relationships with Segment Finance Directors, Sodexo Supply Management leaders and operatives as well as business operational leads.
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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. |
| The purple boxes represent activity undertaken, with Supply Management bringing 2 direct-line reports shown in blueOrange boxes denote key stakeholders |
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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. |
| * Managing the various stakeholders within the Supply Management function, Operational business and financial family will require excellent relationship skills and knowledge of the respective areas
* Working with Segments and Supply Management finance to ensure best value purchasing and transparent allocation of costs and benefits
* Aligning regional segment and finance strategic priorities to the global segment priorities, working cross-dimension to help achieve the goals set
* A continuous improvement mindset on accounting processes and reporting at all levels, transforming working practices and development of the teams to deliver a world-class finance service to the business.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Oversee the Supply Management commercial finance team, with direct line manager responsibility for team members and talent development.
* Manage the maintenance of vendor product price files ensuring high levels of accuracy within the Product Database.
* Engagement with Finance Directors on inflation & segment income/product strategy.
* Work closely with UK&I Supply Management Function to deliver a commercially competitive supply chain.
* Work with Supply Management teams on initiative and inflation forecasting and deliver insightful and regular information to the business regarding internal and market inflation.
* Support the Supply Management function in the execution and deployment of key initiatives and projects to deliver a commercially competitive supply chain.
* Oversight of monthly and quarterly submission of regional volumes, savings, inflation, broker fee & other Supply Management KPIs.
* Undertake the financial review and approval of vendor negotiations and contracts.
* Global Broker fee reviews with global Supply Management.
* Supporting Supply Management in delivery of the overall targets for initiatives, inflation management and purchasing income through robust financial governance and reporting.
* Participation at bid price and into-unit pricing meetings, reviewing and agreeing vendor negotiations.
* Engagement & deployment of Entegra visibility matrix & alignment of rebate management for Entegra volumes across Supply Management-led deals.
* Overseeing regular benchmarking of product pricing vs the external market whilst establishing, communicating and executing actionable insights.
* Building strong relationships across a broad network of vendors and establishing strong communication channels with key personnel.
* Expansion of Electronic Data Interchange to deliver efficiencies across the wider business related to the timely processing of vendor invoices.
* Maintain a strong governance over the validation of Supply Management savings activities and oversee the regular and accurate reporting into the Global Supply Management function.
* Support system enhancements and shaping systems development strategies to support streamlined finance processes and data requirements.
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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. |
| * Strong governance over Supply Management financial activities including initiatives, inflation management, vendor negotiations, whilst effectively communicating and managing differing interests in the pursuit of achieving optimal commercial outcomes.
* Optimising into-unit pricing and purchasing income delivery to best meet the commercial needs of the organisation. Delivering accurate and transparent financial results across a broad stakeholder network.
* Establish and deploy solutions to challenges arising from business change and growth. Be dynamic and innovative in seeking solutions.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Qualified accountant (CIMA/ACA/ACCA) with evidenced PQE
* Understanding of inflation management
* Experience of complex pricing models within a Supply Management Finance role
* Analytical and commercial skills
* A strong technical grounding and first-class forecasting and budgeting credentials
* Highest levels of personal integrity
* Outstanding communicator with the ability to distil complexity to most senior levels
* Excellent stakeholder management skills
* Strong decision maker, with time management skills and able to manage conflicting demands
* Good team player with the ability to influence others and portray sense of direction, leadership and commitment to people at all levels
* Strong evidence of resilience, energy and drive
* An innovator who is able to lead and manage change
* Ability to work under pressure; think clearly and act decisively
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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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| 9. Management Approval – To be completed by document owner |
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| Version | Version 1.0 | Date July 2025 |  |
| Document Owner | Kevin Crabb |

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