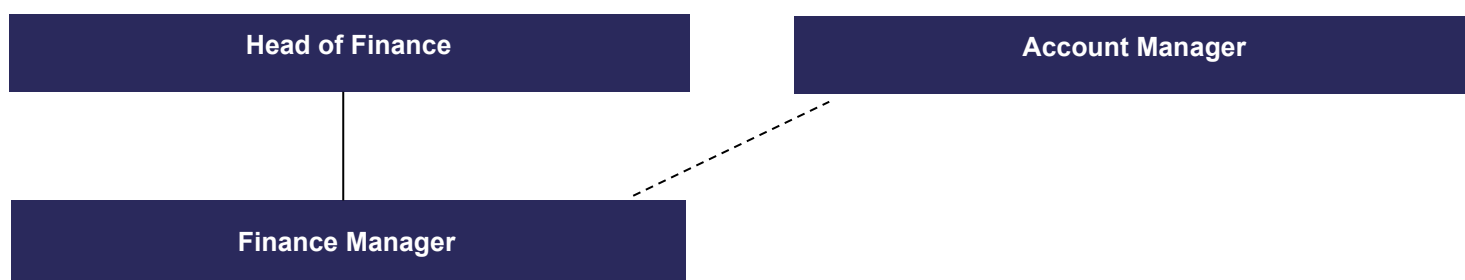


JOB DESCRIPTION

Position Title	Finance Manager	Department	Finance
Generic Job Title	Finance Manager	Segment	Corporate Services
Team Band		Location	Client Site / Dublin HQ
Reports to	Head of Finance	Office / Unit name	Various

ORGANISATION STRUCTURE



Job Purpose

Act as the main financial support for a strategic account. This will involve, but is not limited to:

- Supporting the Account Manager (AM), site teams in all significant decision making.
- Develop a strong working relationship with the senior operations team - ensure awareness exists of current and future challenges e.g. change controls, Purchase Order or trading issues and seasonal trading patterns (Christmas or Summer holiday season).
- Complete the annual budgeting and quarterly forecast process with the AM and senior site managers. Challenge and support this process as appropriate.
- Play a key role during the Sodexo / Client month end process and analysis of client spend
- Coordinate the production and release of timely and accurate client invoices through an efficient month end process, working with site management / FSS
- Review/analyse site performance and provide commentary prior to declaration of financial results. The role will be focused on managing a number of processes key to the accurate allocation of revenues, costs and reporting of service performance within the contract
- Work with senior site management/FSS to deliver accurate monthly accounts to reflect all activity within the account, ensuring that items such as WIP / major project activity are represented accurately
- Take an active role in supporting the AM in client meetings (e.g. quarterly reviews) and proposals for new and existing services. As needed, develop good working relationships across the contract site base.

- Produce management information for the operational team on a timely and effective basis
- Seek to continually improve processes to eliminate administration burden and maximise opportunity to provide decision support. Embrace central initiatives and support their deployment into sites.
- Delivering a strong management review and control process with the AM and senior site management.
- Maintain a robust forecasting process, identifying issues and opportunities and ensuring that the AM and senior site managers have action plans in place to address them.
- Ensure financial control environment is properly implemented, especially around cash, stock and cost control in units.
- Work with the operational and finance teams to analyse performance trends and opportunities and to determine how best the insight from this work can be turned into real performance improvements in the business. Once agreed, support and drive the implementation of this into the business e.g. driving the labour management project forward.

Competencies

- **Relationship Management** - is highly effective at building and maintaining business partner relationships internally within a matrix organisation
- **Resilience** - sustains momentum when faced with challenges. Balances competing demands and responds well to changed priorities.
- **Impact and Influence** - communicates effectively and inspires people at all levels. Gains the commitment of others to drive towards and achieve a high performance culture.
- **Analysis and Decision Making** - incisive and strong willed in focusing on achieving business goals. Able to analyse the cause of a problem and identify solutions. Ability to support operational team with comprehensive analysis of controllable and non controllable spend. Track progress of savings initiatives at a site level
- **Planning and Organisation** - consistently completes deliverables within deadline, within budget, and beyond expected quality, even under adverse conditions.
- **Continuous Improvement** - seeks to continuously improve outputs for the benefit of the business. Constantly raises the standard and quality of work, benchmarking against best practice

Accountabilities

- Working with the Head of Finance and Account Manager on all financial activities across the contract, internal control, planning, risk management, cash management
- Developing relationships with key stakeholders and attend client meetings as required.
- Supporting business reviews on a monthly and ad-hoc basis
- Supporting all Sodexo operational stakeholders and provide clarity to financial issues and review financial outputs (Solutions and Budgets). The ability to present complex financial information simply
- Track and drive accurate reporting of client spend (Core/Non Core) and savings performance
- Support month end journal preparation including accruals & prepayment
- Liaise with site managers and shared services to ensure focus on contract performance
- Highlight any issues or risks which may impact the successful delivery of the contract
- Develop & maintain effective financial processes & reconciliations across the contract
- Support with the completion of the Budget and Forecast process
- Provide financial support and training to operational teams
- Maintain a high level of accuracy in all tasks carried out
- Effective working with the operational site teams

Key Performance Indicators (KPIs)

- Delivery monthly financial results with detailed variance analysis
- Specifically achievement of Forecast accuracy KPI
- Providing a high level of financial support to the contract director
- Provide clear reporting to internal and external stakeholders
- Positive contribution to development and implementation of innovation
- Embrace and assist in the delivery of change

Dimensions

<i>Financial</i>	Revenue €20m
<i>Staff</i>	Onsite Admin Support
<i>Other</i>	N/A

Skills, Knowledge and Experience

Essential

- Degree-level education or equivalent, with a recognised accounting qualification or currently working towards one.
- Proven track record in finance (minimum 5 years' experience)
- Commercial exposure to be support and business partner to the Head of Finance and Account Manager
- Experience of financial modelling
- Process orientation
- Hands on pro-active approach with an ability to work well in autonomy
- Outstanding communication skills (Sodexo country finance teams and client finance team) and proven ability to work in a collaborative way
- Presentation skills, ability to interact at any level of the organisation
- Fluent English (written and spoken)

Desirable

- Knowledge of Sodexo systems and processes.
- Systems experience – SAP and Microsoft Office (particularly Excel)

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Document owner	David MacLeod		