

Job Description:
Commercial Analyst

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| Function: | Defence & Government Services |
| Position:  | Senior Commercial Finance Analyst |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Finance Director, Defence & Government Services |
| Additional reporting line to: |  |
| Position location: | Tidworth or Salford |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Manage and oversee the segment finance reporting processes and systems development within the finance function.
* To improve business efficiency and financial performance by developing fit for purpose management reporting, and tracking performance.
* Deliver enhanced analysis and insight to support Operational, Finance and Sales management – this includes the identification of benchmarks and tracking of key performance measures for the Segment.
* Provide analytical and commercial support to the Defence Sales team, responsible for the production of internal investment papers.
* Work extensively with the Defence Finance Director and the Defence sales & operational functions to develop our strategic approach and the identification of innovative financial solutions to differentiate our offer to current and prospective clients.
* Support the Finance Director and Financial Controller with detailed analysis to support month-end, forecast and budget reporting. The position will also track progress against strategic objectives.
* To operate as the Finance representative for segment and regional initiatives and project.
* Deputise for the Segment Finance Director
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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. |
| Revenue FY16: |  | EBIT growth: | n/a | Growth type: | organic | Outsourcing rate: | n/a | Region Workforce |  |
| EBIT margin: | n/a |
| Net income growth: | n/a | Outsourcing growth rate: | n/a | HR in Region  |  |
| Cash conversion: | n/a |
| Characteristics  |  |

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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. |
| * Deputising for Finance Director
* Ensuring all financial reports are fit for purpose and drive business efficiency
* Preparation of investment papers
* Assist the Finance Director with business planning processes, strategic decision making and business development – developing financial tools, modelling and appropriate insight
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Supporting the Finance Director in strategy-setting, decision making and all matters related to business improvement, bidding and systems development.
* Develop and maintain a strong, positive yet challenging relationship with the operational teams. Able to actively input into non-financial decision making and strategy setting discussions.
* Work effectively with Segment operational and Finance management and their team to focus on improving the financial performance of contracts in a systematic and sustainable manner.
* Leads the development of insight based reporting, providing value-added clear and well-presented analysis that facilitates decision making.
* Helps set business goals and tracks progress against tactical and strategic objectives.
* Provides accurate scheduled KPI reporting to the business. Provides ad-hoc analysis as required, to a consistently high standard
* Leads all systems development activity in the segment and builds strong reciprocal relationships with the Sodexo IS&T team.
* Work with key stakeholders within segment and service operations to establish benchmark performance and track and analyse variance to performance standards.
* Works closely with the Business Development team to enhance and improve the quality of our financial bidding model - balancing the requirements of absolute information integrity with high quality and flexible analytical insight.
* Take a lead in the planning and evaluation of new business opportunities, ensuring costs and risks are properly forecast and managed.
* Work with other departments (for example HR, IT, Marketing, Central Operations, Labour specialists, Legal) to plan, support and track business projects
* Prepares investment papers
* Complete post-investment reviews for new contracts and significant investments
* Support site finance as required.
* Keep abreast and respond to the external environment, market and current/future trends relating to Sodexo’s products and service.
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| 6. Accountabilities  |
| **Leadership and people*** You will role model the company values and ensure they are reinforced at every opportunity. You will be a Brand Ambassador for Sodexo both internally and externally, representing the company in the best possible light in all interactions with stakeholders.
* You will role model behaviours aligned with the Sodexo values (Service Spirit, Team Spirit and Spirit of Progress) and ethical principles (Loyalty, Respect for people, Transparency, Business integrity). You will actively promote diversity and inclusion within the segment.
* You will drive employee engagement and quality of life for employees, by following engagement initiatives including Focus on Five and Investors in People. You will contribute towards the development of finance and segment engagement plans.
* Working in partnership with HR you will ensure all people management processes are effectively adopted and utilised within the division – not limited to: PDR’s, EPA’s, objective setting, talent reviews, incentive schemes and training and development.

**Risk, governance and compliance*** You will demonstrate an understanding of all company risk, reporting and governance processes, ensuring that these are fully applied, complied with and adhered to.
* You will work alongside the Finance Director and Finance Shared Services to ensure compliance with Sodexo policies and procedures.

 **Relationship management client and team*** You will build close relationships with the operational, sales and business development teams and SME’s to ensure functions are utilising the most current information.
* You will work alongside CFM’s to understand contractual requirements and identify potential business efficiencies.

**Continuous development*** You are responsible for continual analysis of business performance and industry and competitor trends
* You will assist with conducting post investment reviews and evaluate the output of bids, developing new models
* As a Senior Manager you will focus on your professional development

**Service Excellence*** You are responsible for driving all aspects of service excellence across your business area including brand integrity, quality, compliance, Sodexo’s corporate social responsibility and service standards.
* In partnership with subject matters experts you will champion and embed service excellence initiatives within bid submissions and ensure that all services are aligned to the defence client and customer needs and are deliverable within budget.
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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* Qualified Accountant with minimum 5 years PQE.
* Strong reporting and data management organisation and presentational skills.
* Track record in influencing decision making within a Business and improving performance with substantial positive profit impact.
* Analytical skills able to understand complex performance issues and advise and able to prioritise action plans to resolve
* Client (Customer) and / or Supplier contact evidenced by the ability to make and influence profit material decisions on behalf the business.
* Exposure to a range of investment appraisal techniques and a thorough understanding of how to assess project risk is a distinct advantage.
* Strong interpersonal and influencing skills for managing senior level relationships and difficult performance management conversations.
* Strong commercial acumen, willing and able to challenge accepted practices and processes.
* A proven ability to innovate and implement change projects.
* Experience of project and programme control, able to demonstrate tangible delivered improvements in business performance.
* The ability to combine strategic and analytical perspectives with a pragmatic approach.
* Ability to focus on day-to-day performance whilst simultaneously pursuing longer-term opportunities.
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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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| * Growth, Client & Customer Satisfaction
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Commercial Awareness
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| * Employee Engagement
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| 9. Management Approval – To be completed by document owner |
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| Version |  | Date |  |
| Document Owner |  |

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