

# Job Description: Commercial Finance Controller, Central Manchester University Hospital



Function:	Finance
Job:	<b>Commercial Finance Controller, CMUH</b>
Position:	
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Commercial Finance
Additional reporting line to:	CMUH Business Director
Position location:	Central Manchester University Hospital (3 Days per week on site)

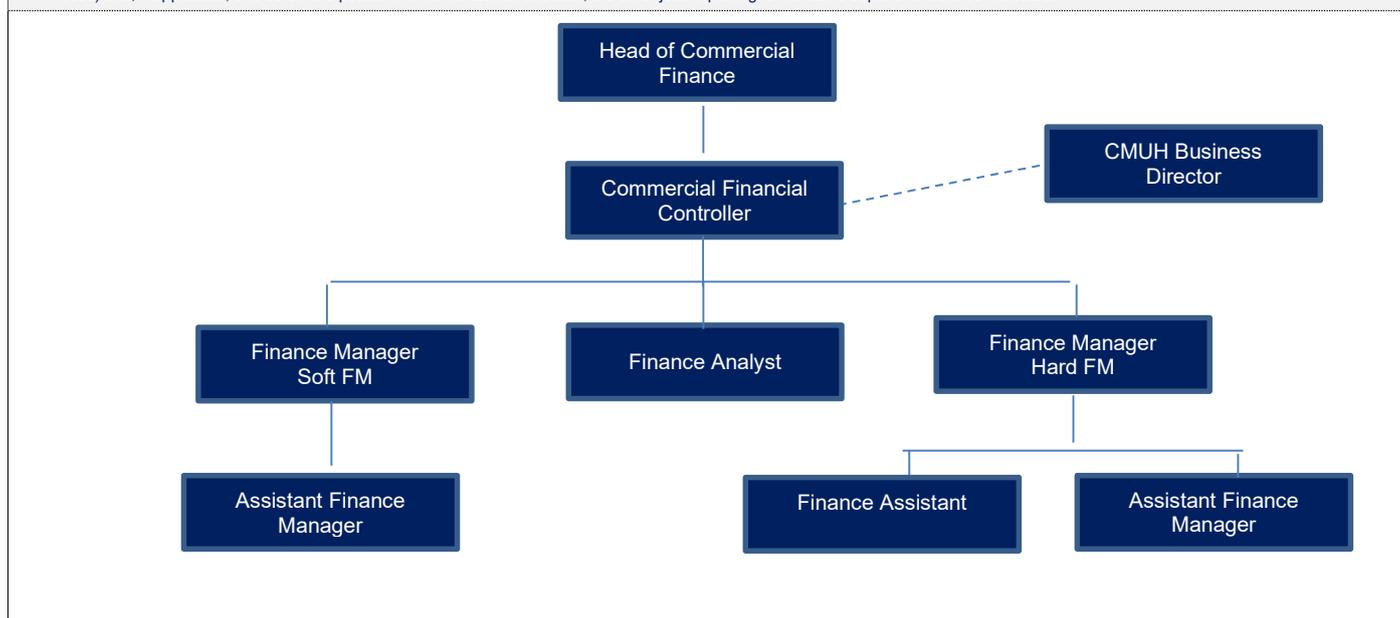
### 1. Purpose of the Job – State concisely the aim of the job.

- The post holder will support the Business Director in all aspects of commercial decision making, financial performance, financial control, and contractual negotiations and discussions with both Project Co. and the Trust (MFT)
- The role will be responsible for driving continuously improving financial performance, initiating, and supporting local revenue and profit growth projects, and supporting the delivery of segment initiatives.
- Responsibility for accurate financial and management information and the management of a site-based finance function

### 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 FY26:	£68m	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

### 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.



**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.

- As an Ambassador to Sodexo, maintain a professional approach at all times and create strong relationships with internal and external stakeholders
- Support the operators in ensuring the contract is being interpreted correctly, service is delivered per the contract
- Support the operators in ensuring revenues due are billed with suitable supporting documentation.
- Track, price any new variations or services to ensure profitable growth for Sodexo
- Delivery of monthly financial results for both Hard FM and Soft FM contracts with detailed variance analysis
- Delivery of Accurate Budgets and Forecasts for both Hard FM and Soft FM contracts
- Provide clear reporting to stakeholders
- Provide positive contribution to development and implementation of innovation
- Ensure all Sodexo Group Financial Policies are adhered to

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

- Support the Operational leads in the management of the on-going complexities of the contract(s) and client expectations across Central Manchester University Hospital Soft & Hard Service Provider Contracts.
- Involvement in discussions and negotiations with Trusts and Project Co, influencing decision makers to achieve the best possible outcome for Sodexo.
- Providing expert financial and commercial advice to operational management, driving financial performance through commercially sound decision making and analysis.
- Ensure that Sodexo is billing in line with the mechanism(s) set out within the contract
- Ensure contract variations are appropriately documented, calculated and accounted for
- Work with senior site management to deliver accurate monthly accounts to reflect all activity within the account, ensuring that items such as WIP, Lifecycle, variations, rechargeable works and major project activity are represented accurately and transacted in a timely manner.
- Together with the operators ensure that there is a robust process in place to facilitate the timely collection of debt
- Agreement of annual budgets and maintaining a robust forecasting process across the remit, identifying issues and opportunities and ensuring that the operations managers have plans in place to address them
- Identify and crystallise opportunities and manage risks within the contracts, escalate these in a timely manner
- Work with Management to scope, instigate and facilitate the delivery of budget and other targets/ initiatives that will drive financial performance
- Preparation of relevant, timely management information to equip the operators with the information required to make business decisions
- Ensure the company's reporting timetable is met
- Ensure all appropriate company finance and compliance policies including control of equipment, stocks and cash are complied with, carrying out regular audit checks of departments.
- Take an active role in supporting and leading in client meetings
- Supervise and manage the CMUH site-based team, giving them clear direction, and including effective communication to ensure high levels of engagement.
- Provision of financial support for central projects and initiatives including the production and circulation of accurate MI
- Support the implementation and on-going delivery of Sodexo and Healthcare segment strategies as required, ensuring effective change management.
- Other duties as requested by the Head of Commercial Finance and the Finance Director

**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.

- Credible relationships built with Project Co, Trusts and on-site team and strong engagement levels within own team
- Month-end reports, forecasts and budgets prepared accurately, in line with the timetable and reflect all known risks and opportunities.
- Robust financial controls and disciplines in place on site which adhere to Group policies, are compliant and receive “green“ audits
- All variations and new business priced effectively and are profitable upon delivery
- Requests from Head of Commercial Finance and Finance Director actioned to an acceptable standard and within timescales

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

**Essential**

- Qualified accountant or Part Qualified (CIMA, ACA, ACCA) with experience
- Proven commercial acumen and negotiation skills gained through experience in dealing with complex contracts
- Strong communicator with the confidence to challenge, influence and support at all levels
- Demonstrable experience in continuous improvement and driving financial performance. The ability to keep focus on day-to-day performance whilst simultaneously pursuing longer-term opportunities
- Ability to work to tight deadlines and prioritise workload
- Proven ability to scope and deliver projects
- Ability to build a strong and motivated finance team
- A keen attention to detail
- Experienced Microsoft Office user with particular strength in excel modelling

**Desirable**

- Proven Healthcare industry experience
- PFI contract experience
- Systems experience (SAP)

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

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	▪ Learning & Development
▪ Employee Engagement	

**9. Management Approval** – To be completed by document owner

Version	1	Date	10/03/2026
Document Owner	Fiona Hingston		