

Job Description: Finance Administrator



Function:	Finance
Job:	Assistant Business Manager
Position:	Finance Administrator (L2)
Job holder:	New role
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Head of Business Management
Additional reporting line to:	
Position location:	HMP Northumberland

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

The role is to be the Finance Administrator for the HMP Northumberland and will be primarily focussed on the day to day running of the finance function. In addition to reporting to the Head of Business Management the individual will be the first point of contact for the functional heads and department managers. The successful candidate will need to ensure that the pre-determined processes around financial management and accounting activities are followed, including, but not limited to:

- Liaison with finance shared services, suppliers and departments for purchase to pay processes.
- Processing of Purchase orders and of ad hoc Sales invoices.
- Review of day-to-day finance transactions
- Monthly financial reconciliations and the performance of other financial controls
- Month end processes
- Project work
- Supporting Management Accountants and Head of Business Management with other issues.

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 FY18:	€tbc	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						
Characteristics	<ul style="list-style-type: none">▪ Day-to-day financial transactions. 7-10 purchase orders per day, 25-30 sales invoices per month.								

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.

Head of Business Management

Finance Administrator

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.

- Liaison with suppliers and HMP Northumberland staff on purchase to pay issues.
- Raise and receipt purchase orders, and prioritise management of payment issues.
- Maintain and reconcile salary costs.
- Reconciliation of outstanding orders and resolution to close completed purchase orders.
- Raise sales invoices and liaison with business and credit control on outstanding invoices.
- Liaise and work with BSS Client Masterfiles in order to manage and maintain quality data relating to all client master data – including but not limited to general ledger coding, billing details, payment terms
- To adhere and manage in accordance with all Sodexo policies and procedures, escalating areas of non-compliance where appropriate.

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

- Raise and receipt purchase orders.
- Maintain and reconcile payroll costs.
- Reconcile the Goods Receipt Note (GRN) and unallocated GRN reports.
- Raise sales orders and manager supplier queries.
- Support the production of the monthly management accounts.
- Liaise and work with Business Shared Services Client Masterfiles in order to manage and maintain quality data relating to all client master data – including but not limited to general ledger coding, billing details, payment terms.
- To adhere and manage in accordance with all Sodexo policies and procedures, escalating areas of non-compliance where appropriate.

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.

- Controllable volume & value of outstanding 'un-receipted purchase orders'.
- Accurate working prison billing.
- Accurate, quality management accounts information.
- Month end management accounts and associated reporting delivery in line with agreed timeline.

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

- Part Qualified / Experience in an accounting environment would be advantageous
- Ability to build positive relationships within Finance and across the prison and wider Sodexo business
- Has a 'right first time' and 'can do' attitude
- Computer literate, particularly with excel
- Knowledge of SAP or other large ERP system
- Ability to work on own initiative, and accurately under pressure whilst achieving deadlines
- Good interpersonal skills
- The ability to prioritise, manage your own workload, be flexible, cope with demand and achieve deadlines

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 / Quality of Services provided |
| ■ Rigorous management of results |
| ■ Brand Notoriety |
| ■ Commercial Awareness |

9. Management Approval – To be completed by document owner

Version	1.0	Date	25/10/2017
Document Owner	Stephen Dargue		