

Job Description:   
Senior Business Analyst

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| Function: | | | | Finance | | | | | | | | |
| Job: | | | | Generic job - H2 - Business analyst finance | | | | | | | | |
| Position: | | | | Senior business analyst | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Head of Finance | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | Sodexo Salford office, Broadway M50 2UE with national travel | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| Reporting to the Head of Finance, this role will be tasked with scoping and building advanced analytical models and reports to enable the business to effectively identify and deliver efficiencies, benchmark retail productivity and margins. This role will partner with Marketing, Finance and Operations functions to deliver insightful reporting to boost business performance. | | | | | | | | | | | | |
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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 FY17: | €270m | | EBIT growth: | | n/a | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | n/a | |
| EBIT margin: | | n/a |
| Net income growth: | | n/a | Outsourcing growth rate: | n/a | HR in Region | n/a | |
| Cash conversion: | | n/a |
| Characteristics | | * Defence & Government Services segment including soft and hard FM services and integrator contracts across the UK and Cyprus | | | | | | | | | | |

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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. |
| Finance Director  Head of Finance |

Senior Business Analyst

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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. |
| * Business partnering with the Executive team and Service Operations Food Platform to track initiatives and related savings * Introduction of new reporting and embed changes and accountability into the business * Use of complex data and multiple sources to improve reporting and take the lead in championing and identifying new technology |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Business partner to segment Finance, Retail, Marketing and Operations teams * Identify key stake holder reporting requirements and scope a suite of reporting that will enable benchmarking, retail margin and labour analysis and insight to improve contract financial performance * Prepare executive level board reports that outline key messages from the reports, evaluate performance against business objectives and suggest improvements * Define standard KPI reporting to assist with profit improvement in low performing contracts and track performance * Liaise with Service Operations analysts in identifying inflation trends and communicate regional initiatives from the food platform into the segment * Support the retail teams in assessing impact of menu changes, tariff increases, new offer introductions and the payback of marketing and capital investments * Introduce new budgeting and forecasting tools to facilitate clear and accurate future planning and identify and mitigate risks * Champion improvements and enhancements to monthly reporting using analytical tools to develop real time reporting * Promote the use of digital technology and partner with the business in the application of these tools |

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| 6. Accountabilities |
| * Provision of standard monthly reporting to the business * Evidence of performance improvements based on introduction of KPI’s and benchmarking * Effective working relationships with key stakeholders * Segment achievement of annual targets |

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| 7. Person Specification |
| * Exceptional analytical skills with ability to collate and interrogate multiple data streams using complex macros and data mining techniques. * Experience of putting forward actionable recommendations to senior management based on analysis. * Excellent interpersonal skills with the ability to communicate clearly and persuasively, orally and in writing, with all levels of staff, including Segment leadership members and Group level executives. * Ability to work under pressure; think clearly and act decisively, flexible with respect to hours worked * Proven track record of business partnering to drive change * Excellent attention to detail * Advanced Excel skills and strong PowerPoint skills   **Desirable**   * Experience of working within a Retail environment * Statistics degree * FM or catering background * Knowledge of Financial Systems/ Tools including SAP, Hyperion and OBI and EPOS systems * Interest in digital technology and use of analytical tools to develop real time reporting * Qualified accountant (CIMA/ACA/ACCA) |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Business, statistical and financial acumen | * Personal and influencing skills | | * Business partner and trusted advisor | * Driving for change | | * Financial Planning | * Focusing on client and customer | | * Intellectual agility and eagerness to learn |  | |

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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1 | Date | 1/11/17 | | Document Owner | JS | | | |