

Job Description:

Deputy Business Manager



Function:	Finance
Position:	Deputy Business Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	
Position location:	HMP & YOI Bronzefield

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

- Deputise and support the Head of Business Management in all key aspects of the financial management and controls. Management of the finance department for all the business and prisoner financial activities.

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:	Site Turnover: £27m	Growth type: n/a	Outsourcing rate: n/a	Region Workforce	tbc
			Outsourcing growth rate: n/a	HR in Region	tbc
Characteristics	<ul style="list-style-type: none">▪ Prepares, develops and analyses key financial information in preparing budgets and forecasts to ensure future stability, growth and profitability.▪ Maintain the key company policies including the financial, procurement, travel policies and procedures and the management information systems.▪ Provide a high quality support service liaising with all the management colleagues on all aspects of finance.▪ Ensure effective management of the finance department with two finance administrators directly reporting under.				

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.

- Review and Analyse historical financial information in preparing budgets and forecast.
- Internal review of contracts and performance against KPI's.
- Cost bench marking against other SJS prisons and other competitors in the similar market and reporting to Management.
- Working to strict deadlines and deliver to the required standard.
- Promote financial awareness in the wider prison across all departments.
- Ensure finance department runs smoothly and provide effective services to the internal and external stakeholders.

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

- Deputise for and support the Head of Business Management in all aspects of functional responsibility including budgets, forecasts & cost centre reporting to Senior Management Team.
- Responsible for the day to day operations of the finance department – providing a support service for the prison operation by working with all internal departments and the management team, helping them to make the right financial decisions & assisting external stakeholders in all business related matters.
- Effectively manage staff in the department and lead on their personal development and performance management.
- Adhere to Sodexo policies and procedures and promote Sodexo values with all internal and external stakeholders.
- Maintain accounting controls and procurement policies, procedures and compliance. Carry out continuous reviews of working practices and processes to ensure efficient and cost effective operations and suggest improvements.
- Preparing monthly financial reports and presentation to the SMT.
- Preparing monthly labour reports and variance analysis.
- Analysing financial performance and contributing to the medium and long term strategies in planning budgets and forecast.
- Able to deputise and make decisions on financial matters and advise on ways of improving performance.
- Ensuring spending is kept in line with budgets and forecast.
- Interpreting and communicating financial information and data to non-financial managers and colleagues.
- Implementing company policies, procedures, risk management, health & safety and internal controls.
- Providing a support service by working with all departments and the management team to help make financial decisions.
- Adapt to changes, advising on the financial implications and consequences of business decisions.
- Working with peers across SJS prisons and share best practice.
- Working with central business shared service accounting team on all aspects of the monthly accounts preparation and reconciliations.

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.

- Achieve budget and forecast targets as set.
- Review of cost centre reports with Senior Management Team monthly and take proactive approach to manage risks & opportunities.
- Ensure accounting controls, policies, procedures and compliance are maintained according to company policies.
- Carry out continuous regular reviews of working practices and processes to ensure efficient and cost effective operations and suggest improvements.

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

- Fully/Part qualified accountant studying towards a recognised finance qualification from the UK recognised professional bodies (eg: ACCA/ICAEW/CIMA or any other UK recognised professional bodies) with solid experience in a commercial environment.
- Additional skills require include: Analysis, Strategy Formulation, Risk Management, Financial Modelling, and Financial Planning.
- Demonstrate ability to prioritise and manage workload.
- Experienced in managing staff.
- Be able to multitask and work well under pressure.

- Highly motivated, proactive, and requires limited direct supervision and guidance.
- Have advanced knowledge of Microsoft Excel
- Be committed to personal development.
- Participate in training as required in order to keep up to date with all mandatory and refresher training.
- To undertake duties as required that will contribute to the effective operation of HMP & YOI Bronzefield.

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

<ul style="list-style-type: none"> ▪ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ▪ Analysis and Decision Making
<ul style="list-style-type: none"> ▪ Rigorous management of results 	<ul style="list-style-type: none"> ▪ Business Partner and Trusted Advisor
<ul style="list-style-type: none"> ▪ Brand Notoriety 	<ul style="list-style-type: none"> ▪ Technical and Professional Proficiency
<ul style="list-style-type: none"> ▪ Commercial Awareness 	<ul style="list-style-type: none"> ▪ Financial Planning and Forecasting
<ul style="list-style-type: none"> ▪ Employee Engagement 	<ul style="list-style-type: none"> ▪ Financial Governance, Risk and Control
<ul style="list-style-type: none"> ▪ Learning & Development 	<ul style="list-style-type: none"> ▪ Financial Operations and Reporting
<ul style="list-style-type: none"> ▪ Leadership & People Management 	
<ul style="list-style-type: none"> ▪ Innovation and Change 	