

Job Description:
ASSISTANT FINANCE MANAGER

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| Function: | Operations |
| Job:  | Assistant Finance Manager, Bateaux |
| Position:  | Finance Manager (Small) |
| Immediate manager (N+1 Job title and name): | Senior Finance Manager, Bateaux |
| Additional reporting line to: | General Manager, Bateaux |
| Position location: | Embankment Pier, London |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To prepare, produce and report on the contract’s monthly financial trading results and maintain all financial control procedures relevant to their area including revenue and cost controls.
* Lead the financial trading and processing for 3 vessels, to be robust, timely, accurate and clear
* Review monthly results with Snr Finance Manager and operational heads of department ensuring key revenue and cost drivers are high-lighted; challenge any overspends and provide this information accurately and on a timely basis.
* Manage the contract cash operations on a daily basis and work to support developments and improvements in the control areas of stock and labour
* Manage & complete (when required) site based payroll weekly processing
* Develop productive working relationships with key members of the operational, sales, craft & marine team
* Look to actively develop yourself, network and support the wider UK business on major events and/or ad-hoc project work
* To ensure that all team members work in a safe environment
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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. |
| Rev FY22 est: | £6m |  |  | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce |  |
| GP margin: | 5%-10% |
|  |  | Outsourcing growth rate: | n/a | HR in Region  |  |
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| Characteristics  | * Business is spread across 3 main boats, plus Pier Bar & event space. 2 vessels are based at Embankment Pier London and the 3rd smaller boat operates 6 months of the year from Windsor
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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. |
| * Ensure accurate accounting entries in relation to cash, purchase invoices, accruals and prepayments are actioned in line with the monthly and weekly timetables.
* Ensure weekly unit trading returns are completed and full reconciliations of cash postings, supplier accounts and any outstanding customer / client debt are produced.
* Liaise with onsite teams to ensure all costs are accurately captured in the correct months
* Interrogation & understanding of trading patterns and results, coupled with high level of data and several different systems to understand
* Volatility in business volume and ensuring that the cost base is flexible whilst maintining the skillset to manage busier periods
* Control & compliance in a fast paced environment
* Various limited accounting systems that require significant manual intervention. Lack of integration with potential efficiency loss.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Production of accurate and timely management accounts with evidence to support variances in expected results
* Accurate, timely and frequent reporting of the financial performance of the various outlets
* Work with the General Manager, operational management & Sales Team to compile and reconcile budgets & forecasts, in order to assist with target setting, and the accurate reporting of financial performance for all service lines within the contract.
* Establishing effective relationships with operational heads of department to maximise influencing ability, ensure operarational teams have a robust understanding of their site finance, and the impact their decisions have.
* Demonstration of understanding contract key drivers through improved reporting
* Conducting and conclude any audit activity and delivery of action plans
* Management, implementation & training to others of the control environment (process & procedures)
* Undertake any associated project related work (E.g. EpoS system upgrades/ Group initiatives) to assist with improving delivery of the finance team services and better support contract performance.
* Assist with adhoc commercial projects, including producing financial analysis to help support the drive for better cost management and contract efficiency, and the production and communication of relevant statistics.
* Actively manage external debt in line with company policy and procedures, supporting the sales & group booking team and actively work with agents.
* Active member of the finance team within the segment function
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| 6. Accountabilities |
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| * Ensure weekly, monthly and annual reporting is completed accurately and on time.
* Produce insightful monthly reports for the GMs and managers to facilitate robust reviews and to action continuous improvements, including all contractually required profit share reporting.
* Assist with the annual budgeting, regular forecasting and KPI setting processes to ensure all are accurate, relevant and suitable for managing the day to day operation.
* Work proactively to identify cost saving opportunities and refine processes and procedures to ensure that the contracts are well controlled and profit maximisation is sought

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Experience and Qualifications* Studying for a professional accountancy qualification or qualified by experience
* Good Excel and variance analysis skills
* Desirable to have good working knowledge of SAP, Eprophit, Priava or other large similar systems.
* Desirable to have experience of producing management accounts, budgets and forecasts
* Desirable to have knowledge of a retail and cash environment
* Desirable to have knowledge of contract catering.
* Experience of working with internal and external stakeholders
* Good interpersonal skills with the ability to communicate at senior and junior levels

Capabilities* Relationship Management - Is effective at building and maintaining win- win business partner relationships internally and with clients.
* Resilience - sustains momentum when faced with challenges. Balances competing demands and responds well to changed priorities.
* Impact and Influence - Communicates effectively and inspires people at all levels
* Planning and Organisation - Consistently completes deliverables within deadline, within budget, and beyond expected quality, even under time pressured conditions.
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| 8. Competencies  |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
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| * Commercial Awareness
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Version |  | Date |  |
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