

Job Description:
Finance and Payroll Administrator

|  |  |
| --- | --- |
| Function: | Sodexo Corporate Services |
| Job:  | Finance and Payroll administrator York site |
| Position:  | **Finance and Payroll administrator** |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | York Site finance lead |
| Additional reporting line to: | UK Finance manager |
| Position location: | Nestle York |
|  |
| 1. Purpose of the Job – State concisely the aim of the job.  |
| * This role sits within the Nestle York site. **To maintain and input payroll data accurately to the Sodexho payroll to ensure payments to employees are correct and comply with all statutory and company rules and regulations. You will act as part of the York site finance and admin team, providing assistance and support as required.**
 |
|  |
| 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 FY16 | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  |  |

Draft. Version: 27-03-2014

|  |
| --- |
| 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. |
| * Consistent standards across all areas of work
* Enhance and embed a consistence of Quality of Service
* Site management team supported and delivering their objectives
* Mitigating any risks to the business
* Documents produced are to a high standard and contain all the required information.
* Reporting documents are submitted on time.
* Positive feedback from the management team and other key stakeholders.
* Accomplishes set goals – Demonstrates a constructive approach when faced with obstacles.
* Committed to delivering the tasks required. Resourceful and self-driven.
* Analysis and Decision making – Makes appropriate decisions. Speaks confidently and

Coherently. Is able to analyse problems and propose suitable solutions. |

|  |
| --- |
| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Following month end processes, ensuring deadlines are met.
* Raising of Purchase orders.
* Processing of Invoices
* Raising client billing processes.
* Tracking of orders from start to completion
* Providing assistance where required to the York site finance lead and deputising when required.
* Attend site meetings, taking notes and issuing action notes.
* Chasing up aged debt.
* Managing WIP
* Input and administration of time management system and assistance to departmental managers as required.
 |

|  |
| --- |
| 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. |
|  “What you have to do”* Management of the collection and input of data from the Pay IT into SAP and Erasmus payroll in line with deadlines.
* The resolution of incoming queries from the Sodexho Business and outside Agencies ensuring appropriate communication to maintain good relationships.
* Ensuring all that all controls and audit procedures are performed to ensure audit is passed.
* Managing payroll input to allow the easy retrieval for checking or query resolution
* Managing collection and distribution of all documents
* Demonstrate an understanding of operating procedures and current payroll legislation.
* Reporting of any failure of controls or payroll errors to the Payroll manager
* Ensuring that all relevant work is checked in accordance with Dept procedures
 |

|  |
| --- |
| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Good organisational and communication skills.
* Self-motivated and able to motivate others
* Tenacity and determination to get the job done
* Supportive, flexible and facilitative approach
* Must have a good eye for detail
* Works effectively as part of a team. Shares experience, ideas and information with the team.
* Responds helpfully and courteously to requests for information or help in a timely manner
* Communicates effectively and is a good listener. Keeps an open mind when listening to the views or ideas of others.
* Makes a confident contribution in all situations.
 |

|  |
| --- |
| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| Essential* Previous payroll experience.
* Previous Financial process experience.
* Excellent numerical skills.
* Previous experience of working to deadlines.
* Good IT skills, word, Excel, Microsoft office suite

Desirable* Previous SAP experience.
* Shared service background.
* Payroll related qualification.
 |

The responsibilities outlined are not intended to be exhaustive and other duties maybe required from time to time.

This Job description is a guide to the work that you will initially be required to undertake. It may be changed from time to time to meet changing requirements and circumstances. It does not form part of your contract of employment.

|  |
| --- |
| 9. Management Approval – To be completed by document owner |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Version |  | Date |  |
| Document Owner |  |

 |