

Job Description:   
Contract Finance Manager – DVLA

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| Function: | | | | Government Services | | | | | | | | |
| Position: | | | | Contract Finance Manager | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager : | | | |  | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | Swansea | | | | | | | | |
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| 1. Purpose of the Job | | | | | | | | | | | | |
| * To ensure that all transactional reporting incorporating supplier invoices, daily revenue reconciliation and payroll is processed in line with local and regional deadlines | | | | | | | | | | | | |
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| 2. Dimensions | | | | | | | | | | | | |
| Revenue FY16: | €tbc | | 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 | |  | | | | | | | | | | |

Draft. Version: 27-03-2014

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| 3. Organisation chart |
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| **4. Context and main issues** |
| To assist the site Soft Services Manager, and Commercial Finance Manager for Government Services, in the delivery and production of accurate weekly and monthly KPIs and management accounting information. Ensuring compliance and effective controls are applied and maintained at all times; Deadlines are met in line with group policy, and to provide effective finance and administrative support and become an integral part of both the local finance and site operational team. |

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| 5. Main assignments |
| * Work with senior site management/BSS to deliver accurate monthly accounts to reflect all activity within the account, ensuring that all items such as WIP / major project activity are represented accurately * Record, process and reconcile the cash and card revenues, daily deposits, petty cash entries etc. at DVLA on a daily basis, via the Summary of Incomes Received (SOIR’s) across all profit centres. * Process the daily trading’s above, together with all supplier and EDI Invoices, stock Information etc. into EprophIT on a daily basis ensuring weekly deadlines are met in line with regional and national targets. * Ensure weekly and monthly account procedures are adhered, including but not limited to closing books within time line, build and maintain reporting spreadsheets * Assisting in the preparation and delivery of monthly accounts returns, overseeing the DVLA profit and loss account and balance sheet * Take an active role in supporting the Account Manager/Soft Services Manager in client meetings (e.g. quarterly reviews) and proposals for new and existing services. Develop good working relationships with TT and the DVLA. * Ensure the consistent application and communication of Sodexo financial policy, process, practice and initiatives with particular regard to internal audit compliance. * Undertake weekly safe counts in advance of closing EprophIT and advise the Soft Services Manager and Account Manager of any material variances. * Update and maintain the site Commitment Register and Labour Forecast ensuring it is reconciled on a weekly basis and that, at month end, all accruals are accurately recorded for entry into the P&L. * Assist with all supplier and client queries and work with the central BSS team in Salford to resolve all issues quickly and effectively. Support with any debt collection. * In line with weekly and a month end deadlines ensure all finance transactions are fully processed whereby the monthly management accounts can be completed accurately and in a timely manner. * Help to secure the assets of the business through effective control of cash and debtors, advising operational managers with variances to Key Performance Indicators. * Ensure effective cost control measures are in place, including a robust purchase ordering system, to ensure target expenditure is not exceeded. * Work with the Account Manager, Commercial Finance Manager and Operational teams to provide information and assistance with the compilation of forecasts and budgets. * Review and analyse site performance and provide commentary and input into the monthly Finance reviews, highlighting any issues that may arise. * Provide adhoc financial analysis to the Soft Services Manager and Account Manager as required; taking responsibility for the delivery of any project based activity * Coordinate the production and release of timely and accurate client invoices through an efficient month end process, working with site management / BSS * Produce management information for the operational team and Segment Finance team on a timely and effective basis * Maintaining a robust forecasting process across the area, identifying issues and opportunities and ensuring operational managers have plans in place to address them. * Ensure financial control environment is properly implemented within soft services, especially around cash, stock and cost control in units. * Work with the Commercial Finance Manager to analyse performance trends and opportunities and to determine how best the insight from this work can be turned into real performance improvements in the business. |

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| 6. Accountabilities |
| * Processing of daily, site based financial transactions; ensuring weekly and monthly financial deadlines are met as detailed via the regional team. * Close EprophIT Ledger in line with the Weekly trading calendar. * Adhere to the Sodexo Audit and Compliance regulations in respect of the processing of all financial transactions * Maintain an accurate Commitment Register |

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| 7. Person Specification |
| Essential:   * Sound educational background to at least GCSE or NVQ level * Ability to work to tight deadlines * Methodical and organized * Excellent interpersonal skills and the ability to communicate effectively with customers, suppliers, clients and internal team members at all levels of the business including the central BSS team. * Ability to work and react quickly in a fast moving ever changing environment * Ability to work as part of a team but also using their own initiative * Strong time management and organizational skills to deliver an effective finance team function in a demanding service related environment * IT Literate – particularly able to use Excel effectively, as well as communicate to a high standard and accuracy in Outlook and Word.   Desirable:   * Experience of SAP * Experience of working in a busy, high volume transactional, accountancy environment. * AAT qualification or studying towards it. |

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| 8. Competencies |
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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1 | Date | January 2017 | | Document Owner | Steph Jones | | | |

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| 10. Employee Approval – To be completed by employee |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |