

# Job Description: Control Clerk



Function:	Finance
Job:	Administrator (Site Based) - M1 - Administration/Clerical - 7
Position:	Control Clerk
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Lauren McCormick – Commercial Manager
Additional reporting line to:	Joanne Wetherill – Catering Services Director
Position location:	Everton Football Club

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

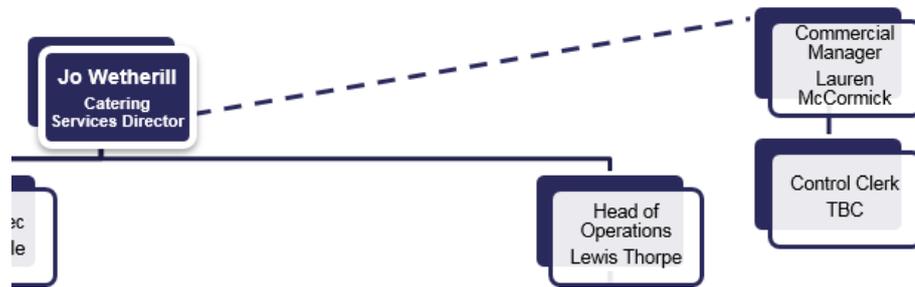
- Monitor, record, process and reconcile the cash and card revenues, sales deposits and petty cash daily via the Summary of Incomes Received (SOIR) for all profit centres.
- Process the daily trading to ensure weekly deadlines are met in line with regional targets.
- Undertake weekly safe counts in advance of closing EprophIT and advise unit Commercial Manager of any variances.
- Undertake weekly processing of the unit payroll
- Identify and manage both supplier and customer queries in order to assist with the central processing team to achieve their debtor and creditor targets
- Preparation of match day floats, ordering cash for C&E functions and banking such funds thereafter
- Support the Commercial Manager with the match day cash office operation
- Adhere to the Sodexo Audit and Compliance Regulations in respect of the processing of all financial transactions.

## 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 FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics

**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.

- Flexibility on work schedule will be required at times
- Maybe required to work unsociable hours in line with business requirements
- Travel maybe required to undertake training

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

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**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.

- Compliance
- Accuracy
- Control Measures

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

**Ideal**

- Knowledge of Microsoft packages, including Excel, Outlook and Word
- Excellent interpersonal skills and ability to communicate effectively

**Desirable**

- Experience of EProphit or working with equivalent systems

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

<ul style="list-style-type: none"> <li>▪ <b>Growth, Client &amp; Customer Satisfaction / Quality of Services provided</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Leadership &amp; People Management</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Rigorous management of results</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Innovation and Change</li> </ul>
<ul style="list-style-type: none"> <li>▪ Brand Notoriety</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business Consulting</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Commercial Awareness</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ HR Service Delivery</li> </ul>
<ul style="list-style-type: none"> <li>▪ Employee Engagement</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Learning &amp; Development</li> </ul>	

**9. Management Approval** – To be completed by document owner

Version	1	Date	May 2019
Document Owner	J Wetherill		