

Job Description:   
Head of Commercial Finance – Government Agencies

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| Function: | | | Finance | |
| Position: | | | Head of Commercial Finance - Agencies | |
| Job holder: | | |  | |
| Date (in job since): | | |  | |
| Immediate manager  (N+1 Job title and name): | | | UK Government Finance Director | |
| Additional reporting line to: | | |  | |
| Position location: | | | Flexible | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | |
| * The Head of Finance is one of the key roles to meet the strategic ambitions of the UK Government segment. * To provide insight driven reporting and support for key contractual commercial decision making, identifying efficiencies and profit improvements, supporting the delivery of segment and regional initiatives and providing financial support for new business opportunities and retentions. * To provide financial leadership to the agency contracts, and coach and develop the team working in these contracts. * Develop effective working relationships with key operational stakeholders through strong collaboration. * To work with the Centre of Excellence teams to ensure a rigorous control environment, accurate and timely forecasts and budgets and improved reporting and analytics. | | | | |
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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. | | | | |
| Financial | * Contract portfolio of c.£80m per annum. | | | |
| Characteristics | | * Contract base including MOJ Soft Services, HMRC, Police Scotland other Government agency business across Scotland and England. | | |

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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. |
| Finance Director UK Government  Head of Commercial Finance - Agencies  Contract Finance Managers x 3 |

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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. |
| * Providing expert financial and commercial advice to operational management, driving financial performance through commercially sound decision making and analysis * Ensure all contractual obligations are known and understood to allow for maximum profit achievement and robust contract management * Agreement of annual budgets and maintaining a robust forecasting process across the remit, identifying issues and opportunities and ensuring that the operations managers have plans in place to address them * Develop and enhance contractual reporting and KPI’s in conjunction with the Centre of Excellence teams to provide high quality insight, service line reporting, retail reporting to lead to quality decision making. * Lead and develop the contract finance managers in providing clear direction, objectives and priorities to enable high levels of engagement and performance. * Support contract retention and new business opportunities in the Agency arena. * Any other tasks as directed by the Government Finance Director. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Lead the month-end process and deliver a strong management review and control process that drives top and bottom line business performance. The process must actively engage with the Financial Controller and Centre of Excellence. * Identify key business opportunities and risks, and working with Operational Management and site Commercial Financial Managers, ensure that opportunities are delivered and risks mitigated. Develop a process to monitor the delivery of key initiatives. * Provide relevant and accurate commercial and financial information to meet the ad hoc requests of key stakeholders within the segment and region. * Manage and improve business reporting to meet the requirements of key stakeholders. Ensure that reporting is value adding, clear and accurate and provides actionable insight. * Support the delivery of Sales Development targets by providing commercial support on retentions and new business opportunities. * Manage the contract portfolio reporting to the highest standard, completing all standard reports, and providing monthly Business Review packs. Work with the Business Analyst to improve and evolve all reporting in line with regional and segment requirements. * Develop strong working relationships with the operational stakeholders to drive contract profitability and performance with the ability to challenge and work collaboratively. * Review process and procedure on an on-going basis and consistently drive continuous improvement and adherence and compliance with new ways of working and systems. * Ensure the integrity of the profit and loss account and balance sheet on a period-by-period basis. * Develop a high performing and engaged finance team and provide opportunities to develop and progress both within the segment and the region. |

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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. |
| * Insightful, commercially focused reporting to aid operational, sales and strategic decision making * Demonstration of continuous improvement in key performance metrics: increased cash sales, service line reporting, labour productivity and management and benchmarking. * Accurate and timely monthly reporting, budgets and forecasts. * All contract variations actioned in line with contractual obligations ensuring maximum profitability for Sodexo. * Demonstration of collaborative and effective working relationships with all stakeholders. * Leading a high performing and engaged team. |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential**   * Qualified accountant with comprehensive post qualification experience. * Outstanding track record in influencing decision making and performance/profit improvement. * Track record of delivering clear and accurate insight based reporting to non-financial stakeholders. * Proven ability in providing commercial support to Business Partners to drive and deliver or exceed performance targets. * Prior experience of ensuring tight cost control in a competitive, low margin business. * Strong communicator with the confidence to challenge, influence and support at all levels * Ability to work to tight deadlines and prioritise workload * Experienced Microsoft Office user with particular strength in excel modelling * Ability to build a strong and motivated finance team   **Desirable**   * Government industry contract experience * SAP and Essbase/Power BI experience |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | **Growth, Client & Customer Satisfaction / Quality of Services provided** | * **Leadership & People Management** | | * **Rigorous management of results** | * Innovation and Change | | * Brand Notoriety | * Business Consulting | | * **Commercial Awareness** | * HR Service Delivery | | * **Employee Engagement** |  | |

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