Job Description: Finance Business Partner

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| Function: | Finance |
| Job: | Finance Business Partner, Sodexo Live! |
| Position:  | Commercial Finance Manager 4 |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Centre of Excellence FD, Ed Roberts |
| Additional reporting line to: | Segment FD, Steve Vinten |
| Position location: | UK (South based) |
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| **1. Purpose of the Job** – State concisely the aim of the job**.** |
| * Support the Managing Directors to maximize the profitability of the Leisure and Cultural Destinations divisions, via rigorous management of the divisional finances, challenging performance and driving profitable organic growth
* Ensure all Group Finance policies, processes and procedures are consistently followed in the delivery of the monthly result
* Create a business partner relationship with all key stakeholders as well as the Managing Directors, including clients and other Sodexo functions
* Deliver consistent, high quality, timely reporting to support all key commercial decisions
* Create a culture of continuous improvement across the team, leading in key work areas - people, efficiency, control and service
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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: Circa £80m annual revenues across approximately 25 contracts of varying size and complexity with significant retention and mobilisation during FY22 / FY23.
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| * Staff: 4x direct reports, with multiple employees reporting to each of these.
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| **3. Organization chart** –Indicate schematically the position of the job within the organization. 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. |
| Centre of Excellence FDFinance Business PartnerSegment FD |

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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 |
| * Geographical complexities of contracts and direct reports
* Operating within a challenging B2C environment, with significant peaks and troughs in volumes
* Able to maintain strong control environment and attention to detail when working under pressure and to tight deadlines
* Ensuring all Group Finance policies, processes and procedures are known, understood and consistently applied
* Managing multiple interfaces with Clients / Segment / Service Operations / Transversal Functions (HR will be a key partner) in the division to ensure their Finance needs are fully understood and met
* Ensuring a risk management and internal control framework exist, permitting effective identification and management of financial risks, with remediation alerts and escalation as necessary
* Driving standardised processes and methods within the division to maximize efficiency e.g. reporting
* Development of the finance team to maximize engagement, develop a succession plan and support the business in the best possible way
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| **5. Main assignments** –Indicate the main activities / duties to be conducted in the job. |
| * Creation of insightful, commercially focused reporting to aid strategic decision making
* Accurate, timely and frequent reporting of the financial performance of the contracts
* Management of the control environment
* Lead the annual budgeting and quarterly forecasting process for the divisions
* Lead the monthly review process to optimize divisional financial performance
* Establishing effective relationships with clients and operational heads of department to maximise influencing ability, attending client meetings as required
* Demonstration of understanding contract key drivers through improved reporting, cost reduction and control and profit maximisation
* Motivating and engaging the local finance teams and ensuring they are fully connected to other site-based departments
* Supporting the advancement of technology solutions across the segment to support efficiency in the finance function
* Active member of the senior finance team within the segment function
* Support retention / new bid work as required
* Support significant project work, including mobilization, acquisition and investment appraisals
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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. |
| * Production of high-quality management information to the business and the clients that will support and substantiate the current and future position with a strong emphasis on revenue and cost analysis, cost control and profit improvement opportunities.
* Provision of robust forecasts and budgets ensuring information integrity and high quality and flexible analytical insight.
* Establishment of best practice Sodexo accounting and control procedures and support the Commercial Managers, GM's and administrators in delivering key system and process improvements.
* Support the planning and delivery of the commercial operation throughout all contracts
* Manage, coach and develop direct reports to allow each person to reach their potential and ensure the best finance team members are in place with the necessary skills to perform the role.
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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* Graduate calibre, committed, with a professional accountancy qualification or a proven track record in a similar role
* Resilient, determined and able to work flexibly and proactively
* Proven team management skills
* Competent at planning and able to manage short and medium-term deadlines and competing priorities
* Positive, professional and articulate
* Able to innovate to deliver sound information
* Possesses very good Excel skills and competent with PowerPoint and Word
* Experience of analysing information and quickly determining key issues of focus
* Able to work collaboratively and in a structured way to deliver outcomes.
* Relationship building with colleagues from site level to Contract Leads and with finance teams in the UK and other countries.
* Keen to develop themselves as part of our succession plan
* Seeks win/win outcomes at all times
* Strong business ethics and role model the Sodexo values.

Desirable* Experience in retail, hospitality and live events industry (or relevant similar markets)
* Experience of consumer facing data analytics
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Commercial awareness - Create, propose, implement and constantly adapt financial /commercial models to drive more value for Sodexo and the clients. Manage financial risk within contract client base
* **Leadership & people management** - Ability to develop, motivate and grow a diverse finance team
* Relationship Management - Is highly effective at building and maintaining business partner relationships internally within a matrix organisation and with a diverse client base.
* 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. Gains the commitment of others to drive towards and achieve a high performance culture.
* Analysis and Decision Making - Incisive and strong willed in focusing on achieving business goals. Able to analyse the cause of a problem and identify solutions.
* Planning and Organisation - Consistently completes deliverables within deadline, within budget, and beyond expected quality, even under adverse conditions.
* Continuous Improvement - Seeks to continuously improve outputs for the benefit of the business. Constantly raises the standard and quality of work, benchmarking against best practice
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| 9. Management Approval – To be completed by document owner |
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| Version |  | Date | Nov 2021 |
| Document Owner |  |

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