

Job Description: Finance Manager



Function:	Finance
Job:	Finance Manager
Position:	Finance Manager
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Head of Commercial Finance
Additional reporting line to:	
Position location:	

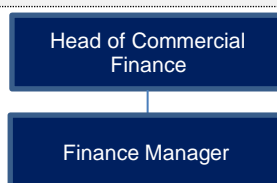
1. Purpose of the Job – State concisely the aim of the job.

- Finance Manager for Doncaster & Bassetlaw Teaching Hospitals plus Health & Care supplementary support. The role involves managing the day to day finances of the DBTH contract, supporting commercial decision making, financial performance and identification and negotiation of contract variations.
- Providing expert financial advice to operational management, facilitating the delivery of budget and other initiatives that will drive financial performance within the contract. Business partnering with the service leads and working with our client on an established, profitable contract
- Production of accurate financial reporting and forecasts

2. Dimensions

	N/A	Growth type: n/a	Outsourcing rate:	n/a	Region Workforce	N/A
	N/A					
	N/A		Outsourcing growth rate:	n/a	HR in Region	N/A
	Cash conversion: N/A					
Characteristics	▪ N/A					

3. Organisation chart



4. Context and main issues

- Delivery monthly financial results with detailed variance analysis, accurate forecasts and clear reporting to stakeholders
- Support in identification of variations to contract
- Support the operators in ensuring the cost associated to the contract are well controlled, and to support with the identification of all costs and revenues associated to the services provided
- As an ambassador to Sodexo, maintain a professional approach at all times and create strong relationships with internal and external stakeholder
- Ensure all Sodexo Group Financial Policies are adhered to

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

Act as financial support for the Doncaster & Bassetlaw Teaching Hospitals contract, plus provide robust supplementary support to the Health & Care finance function where required across any and all sites.

This will involve, but is not limited to:

- Creation 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
- Work with site management to deliver accurate monthly accounts to reflect all activity within the account, ensuring that items such as variations, rechargeable works and major project activity are represented accurately.
- Develop a strong working relationship with the operational team - ensure they are all aware of current and future challenges.
- Providing expert financial advice to operational management, driving financial performance through commercially sound analysis
- Preparation of relevant, timely management information to equip the operators with the information required to make business decisions
- Work with the operational teams to analyse performance trends, risks and opportunities and to determine how best the insight from this work can be turned into real performance improvements in the business.
- Support both the sites and divisional region with financial reporting
- Ensure financial control environment is properly implemented, especially around weekly/monthly trading accounts, stock management and cost control.
- Identification of process efficiencies and personal training needs
- Ensure contract variations are appropriately documented, calculated and accounted for
- Adopt an approach of continuous improvement, keeping up-to-date with changes in policy, procedure and legislation. Revisit key policies regularly to ensure the team is up to date with recommended financial best practice
- To support the sites within the region and Head of Commercial Finance through a variety of ad hoc tasks focused around the identification and analysis of site performance metrics
- Undertake any associated project related work (e.g. IT system upgrades / Group initiatives) to assist with improving delivery of the finance team services and better support contract performance
- Support the implementation and on-going delivery of Sodexo and Health & Care segment strategies as required, ensuring effective change management
- Develop and maintain a professional working relationship with both internal and external clients to ensure the provision of a quality Finance support function at all times
- Maintain a flexible and team focused approach
- Other duties as requested by the Regional Director and Head of Commercial Finance

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.

- Month-end reports, forecasts and budgets prepared accurately, in line with the timetable and reflect all known risks and opportunities
- All variations and rechargeable works priced effectively and are profitable upon delivery
- To provide robust MI and financial insight to operational managers to support the sites and division
- Develop relationships with key stakeholders and attend client meetings as required.
- Present complex financial information simply.

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

Essential:

- Graduate calibre
- Strong communicator with the confidence and capability of challenging Operational Managers and ensuring adherence to agreed procedures
- Experience of providing financial support to service contracts
- Strong time management and organisational skills to deliver an effective Finance function
- Ability to work under pressure and ensure that deadlines are met
- Excellent commercial acumen with strong technical skills to deliver relevant, accurate analysis to facilitate decision making
- The ability to combine strategic and analytical perspectives with a pragmatic approach.
- Ability to explain financial concepts to non-financial subjects
- The ability to keep focus on day-to-day performance whilst simultaneously pursuing longer-term opportunities
- Experience of financial modelling
- Good Excel skill and knowledge of other Office applications (Word/PowerPoint)
- Fluent English (written and Spoken)

Desirable:

- Qualified or part-Qualified accountant (CIMA, ACA, ACCA) or QBE
- Experience of working in Healthcare environment or Facilities Management
- Experience of financial tools and systems (eg. SAP / Hyperion Essbase)

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

- **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.

9. Management Approval – To be completed by document owner

Version	1	Date	27/01/2023