**EXPERTISE**

Job description

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| Function: | Administration |
| Position:  | Finance hub administrator |
| Job holder: | TBC |
| Date (in job since): | TBC |
| Immediate manager (N+1 Job title and name): | Finance Hub Manager |
| Additional reporting line to: | N/A |
| Position location: | Data Centre, Salford |

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| 1. Purpose of the Job  |
| * Process financial transactions accurately and in accordance with policies, procedures and audit requirements
* Provide an efficient and effective finance administrative support service to the business at all times
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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 | * N/A
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| Non Financial  | * N/A
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| 3. Organisation chart  |
| Finance Hub Senior CoordinatorFinance Administrator |

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| **4. Context and main issues**  |
| * Ensuring that all company procedures and compliance requirements are strictly adhered to
* Building relationships with onsite operational managers and administrative staff
* Adapting to new ways of working both within Hub and at site level
* Learning to support multiple sites and completing all aspects of finance administration that fall under hub remit
* Flexible approach to hours, especially around all deadlines, month and year end is required and flexibility to travel for training.
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| 5. Main assignments  |
| * Carry out trading procedures in accordance with the Sodexo Policy, delivering timely and accurate transactional processing and payroll services, whilst ensuring compliance for area of responsibility.
* Complete the Cash Payment Trading Summary using franchise portals as and when required, covering any vending transactions.
* Accepting EDI’s, inputting invoices / dummies onto the EprophIT system and liaising with sites for credit notes.
* Statement reconciliation
* Complete stock and cash transfers between the accounts as required.
* Complete the input of stock take in line with trading periods.
* Maintaining and updating stock sheets as instructed by site, creating new items and stock cleanses.
* Ensure the accurate recording and collation of all trading documentations ready for period end submission is carried out.
* Ensuring the accurate collation and recording of all pay variation information and queries within the payroll system, to the required deadlines
* Action all payroll processes as instructed by the Hub Coordinators and Senior Coordinators.
* Production and distribution of payroll reports for budget holders to verify, in accordance with specified timescales
* Monitor and maintain shared and personal mailboxes in order to achieve agreed service level agreements
* Have a flexible and team working approach whilst performing your duties
* Undertake training as directed by your manager
* Any reasonable management request
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| 6. Accountabilities  |
| * Ensure payroll processing errors and overpayments are minimised by accurate and timely processing of payroll received from sites
* Subject matter expert for sites on transactional processes
* Monitor all processing and communication systems, to ensure all sites receive an efficient level of service
* Proactively complete tasks across all transactional areas, so that workload is evenly distributed within hub team members
* Support other team members with shared workload
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Experience of completing finance administration tasks
* Knowledge of systems such as UDC Payroll and e-Prophit would be advantageous
* Attention to detail with high level of accuracy
* Calm, professional and confident telephone manner
* Able to prioritise workload and work to strict deadlines
* Ability to work as a team player
* Positive approach to learning and identifying own training needs as appropriate
* Resilience and ability to deal with unforeseen circumstances
* Excellent communication and IT skills
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| 8. Competencies  |
| * Growth, Client & Customer Satisfaction / Quality of Services provided
* Management of reporting processes
* Employee Engagement
* Learning & Development
* Professional approach to all aspects of role
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