**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 |
| Non Financial | * N/A |

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| 3. Organisation chart |
| Finance Hub Senior  Coordinator  Finance 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 |