

Job Description: Commercial Analyst

Function:	Defence & Government Services
Generic job:	Finance Analyst/Administrator - J2 - SAP ID 384
Position:	Commercial Analyst
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Commercial Finance Manager
Additional reporting line to:	
Position location:	Aspire Business Centre, Tidworth, Wiltshire

1. Purpose of the job

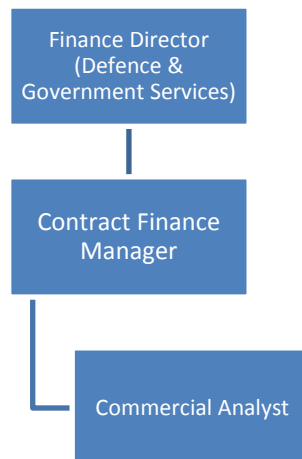
The role is a key link in managing relationships with the client while helping to support and drive financial performance across the Allenby Connaught contract:

- Provide financial support to the Commercial Finance Manager and contract management team
- Manage and maintain the production of Defence and Client monthly reporting models and packs
- Develop a commercial awareness of the contract to understand risks and opportunities
- Drive improvements in financial reporting and analyse underlying business performance
- Up skill operational line managers to help develop their knowledge and financial acumen
- Support in ad hoc projects such as Retail growth, CRL Phase 2, ABP

2. Dimensions

Revenue FY17:	£45m	EBIT growth:	-	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	12%			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	-						
		Cash conversion:	-						
Characteristics <ul style="list-style-type: none">▪ Efficient financial and operation models that meet the needs of accuracy, completeness and user acceptability/friendliness. A positive and timely approach to model updates and rework									

3. Organisation chart



4. Context and main issues

- Develop a comprehensive knowledge of the PFI contract to gain an appreciation for financial consequences of amendments and possible risks or opportunities
- Financial reporting of the month end results ensuring that reports are produced and distributed accurately and in time for finance reviews both internally and with the customer
- Making sure any necessary changes and maintenance are dealt with promptly
- Assist the CFM in the preparation of forecast and budgeting processes
- Provide support to the CFM for substantial projects and completion of ad hoc tasks. This may require contact with the wider management team of Allenby/Connaught therefore it is critical to grow these relationships and maintain a strong working relationship with senior managers within the contract

5. Main assignments

- Completion and analysis of the monthly accounts for Allenby Connaught, including compilation of journals and posting, interrogation of variances and determine underlying business trends
- Assist in reviewing labour management KPI's and ensure that labour costs are proportioned to the correct cost areas
- Produce the monthly reporting packs for the Defence Finance Reviews in a timely and accurate fashion
- Production of client facing monthly reports and commentary to support the presented results
- Using, maintaining and further developing complex macro based spreadsheets to access financial data from SAP via Hyperion Essbase
- Manage, maintain and review trading data for Retail and PAYD to track and monitor these key performance areas
- All finance processes are delivered in accordance with the finance calendar and timetable
- Actively identifies and recommends process and procedural improvements
- Provide support to services managers to develop their teams and assist in coaching managers in all finance and commercial areas

6. Accountabilities

Leadership and people

- Role model the focus on five behaviours to improve engagement, enhance performance and retain Investors in People accreditation
- Provide support to services managers to develop their teams and assist coaching managers in all finance and commercial areas
- Build personal effectiveness in all situations

Risk, governance and compliance

- You will demonstrate an understanding of all company risk, reporting and governance processes, ensuring that these are fully applied, complied with and adhered to
- Relationship management, client and team
- All finance processes are delivered in accordance with the finance calendar and timetable

Continuous development

- Demonstrate systems expertise, working with the finance community to learn and fully utilise Sodexo database tools so that information can be drawn on a regular and ad-hoc basis
- Learn primary visual basic skills to facilitate further system development and maintenance of Finance files.
- Recommend opportunities to enhance business performance through innovation and cost efficiency gained from effective financial and commercial analysis
- Continuous professional development in industry/specialism

Service Excellence

- Drive all aspects of service excellence across the business area including brand integrity, quality, compliance, Sodexo's corporate social responsibility and service standards
- Promote Sodexo as the preferred employer, internally and externally, adhering to the Sodexo recruitment policies and raise the profile of Sodexo in local communities, building relationships with key stakeholders
- Live the Sodexo values and promote brand standards as an ambassador.

7. Person Specification

Essential

- Accounting qualification or equivalent practical experience in a finance environment
- Excellent numerical skills and attention to detail
- Experienced in Microsoft Office and complex Excel spreadsheets
- Experience of SAP
- Strong system/database design/management and extraction skills
- Good presentation skills
- Ability to work well with all levels of management and staff
- A self-starter capable of working individually and as part of a team

Desirable

- Previous experience in MI reporting and commercial analysis
- CIMA/ACCA part qualified
- VBA programming skills

8. Competencies

■ Growth, client and customer satisfaction, quality of services provided	■ Industry acumen
■ Rigorous management of results	■ Analysis and decision making
■ Leadership and people management	■ Planning and organising
■ Innovation and change	
■ Brand notoriety	

9. Management Approval – To be completed by document owner

Version	1	Date	31 March 2017
Document Owner			