

Job Description:
Financial Accountant (Maternity Cover)

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| Function: | Finance |
| Position:  | Financial Accountant (Maternity Cover) |
| Job holder: | Esther Li |
| Date (in job since): | January 2024 |
| Immediate manager (N+1 Job title and name): | Financial Accounting and Reporting Manager - James Morton  |
| Additional reporting line to: | Head of Finance – Financial Reporting UK & Ireland – Krushal Patel |
| Position location: | Salford Quays |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| The role has been created as a 12 month maternity cover within the Sodexo UK & Ireland financial accounting and reporting team. The role is intended to help the team deliver on their main objectives, namely:* Timely submission of UK and Irish statutory financial statements
* Co-ordination of monthly internal group reporting of results to Sodexo SA, the Sodexo group parent company
* Oversight and management of external audit processes for Sodexo SA group reporting (UK & Ireland year-end and half-year) and for UK & Irish statutory legal entities
* Drive compliance with the Sodexo SA group accounting manual within the UK & Ireland region’s financial accounting
* Point of reference for technical reporting and accounting queries for the UK & Ireland region
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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. |
| Sodexo UK & Ireland region FY23Revenue €2.0bn | Growth opportunities across all segments. | * 8 business segments in the region: Corporate Services, Government, Sodexo Live!, Global Events, Energy and Resources, Entegra, Schools and Universities and Healthcare.
* 110 legal entities, of which c.55 are trading.
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| * Team sits within Sodexo UK & Ireland transversal finance
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. 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. |
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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. |
| * Large volume of legal entities - c.55 trading and c. 55 non-trading and dormant legal entities across United Kingdom, Republic of Ireland, Cyprus, Japan, New Zealand. Ongoing project to reduce legal entity numbers across the region.
* Multi-segment matrix organization – Role requires co-operation with and understanding of various different teams operating in different segments
* Complex company structure due to a history of external acquisitions.
* Minority ownership of 11 PFI entities.
* Group reporting in IFRS to parent entity, Sodexo SA, in France.
* Local statutory financial statements prepared largely under FRS 101 with some recent acquisitions still prepared under FRS 102.
* Business continues to be acquisitive with on average 1 acquisition per year.
* Financial shared services based in Porto, Portugal, European Treasury Centre based in Dublin, Ireland.
* On-going project to accelerate group reporting timetable from five working days to four working days.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Delivery of monthly actual P&L, balance sheet and cash-flow statement in the reporting system, HFM. This includes closing of the SAP subledgers and general ledger according to the defined timeline and loading this data into our group reporting system (HFM) working to resolve any issues and drive efficiencies.
* Review and amendment of HFM reporting to ensure controlling checks are resolved and take responsibility of finding and implementing efficiencies to subsequently improve the monthly controlling process.
* Drive improvement of the quality of accounting information to facilitate monthly reporting process, working closely with our accounting shared service centre in Porto, the segment financial controllers, the FP&A team and IS&T for necessary system developments.
* User of the Planon (lease management tool used for IFRS 16 impact calculation) finance processes: coordinate monthly update of information, monthly close and booking of IFRS 16 journals in the accounting system and controlling of resulting impacts in the financial statements.
* Responsible for the production of the companies’ entities statutory accounts (circa 45 trading entities and 55 dormant entities) as well as supporting the subsequent external audits.
* Responsible for ensuring SAP and group reporting are in line with statutory reporting, with any exceptions being fully and clearly auditable.
* Support responses to the UK & Ireland business for all technical accounting matters in UK GAAP and IFRS (including but not limited to IFRS 2, IFRS 9, IFRS 15 and IFRS 16). Support implementation of new accounting standards in the region, working closely with the Financial Accounting and Reporting Managers.
* Assists the bi-yearly external audit process. This includes being a point of contact for external auditors, coordinating preparation of the PBC list documentation, following up progress of the audit deliverables.
* Support the ongoing project to reduce legal entity numbers in the region through technical research and analysis of existing historic accounting.
* Balance sheet and P&L reviews for management accounting in holding companies and PFIs. Preparation of monthly journal entries for ad-hoc activities. Preparation of monthly management accounts for PFI business.
* Contribute to accounting issues log quarterly review with Group Consolidation Director.
* Detailed analysis and preparation of UK & Ireland reporting submissions to national statistics bodies (ONS, CRO).
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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. |
| * Closure of ERP systems and subsequent delivery of monthly group reporting in HFM at defined deadline.
* Statutory accounts in required timeframe.
* Support compliance with financial reporting standards and group accounting manual in the business
* Support the reduction of the number of entities.
* Ensure ERP and group entity reporting in line with statutory reporting, with minimal exceptions being fully and clearly auditable
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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* Qualified accountant (ACA / ACCA / CIMA)
* 3+ years’ experience in a finance position
* Experience of IFRS reporting and UK GAAP and up to date technical knowledge
* Resilient and motivated with drive and determination to identify and resolve issues
* Willingness to challenge existing processes and practices and to suggest and implement improvements
* Ability to work independently and as part of a team
* Ability to communicate effectively with stakeholders at all levels, both verbally and in writing.
* Flexible and comfortable with working in a context of change
* Good personal organisation skills

Desirable |
| * Experience with accounting systems (SAP) and financial reporting/consolidation systems (HFM)
* Experience with Caseware Working Papers accounts production software
* Experience working with external audit processes
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Ensures accountability
 | * Being resilient
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| * Team player
 | * Communicates effectively
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| * Optimises work processes
 | * Collaborates
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| * Work to tight deadlines
 | * Analysis and decision making
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| 9. Management Approval – To be completed by document owner |
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| Version | 1 | Date | 18/03/2024 |
| Document Owner | James Morton |

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