

Job Description:   
Finance Manager – Retail and C&E

Ascot Racecourse

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| Function: | Finance | |
| Job: | Finance Manager – Retail and Conference & Events | |
| Immediate manager  (N+1 Job title and name): | Finance Manager – Ascot Racecourse | |
| Additional reporting line to: | Head of Operations Ascot | |
| Position location: | Ascot Racecourse, Ascot | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | |
| * Manage the financial elements of retail operations for race-days and all none race-day C&E activity, including all finance aspects of EPOS, stock control, capturing costs, technology and cash. Form a close working relationship with the finance systems & cost controller. * Produce and report on the Retail and C&E Profit & Loss accounts each month, including forward looking analysis & reporting. Support HOD’s in producing and reviewing forecasts & budgets. * Maintain financial control relevant to profit & loss, including the timely & accurate capturing of revenue, labour & expense. Support cost savings initiatives were possible. * Review results with HOD’s ensuring key revenue and cost drivers are high-lighted and monitored; challenge any overspends and provide this information accurately and on a timely basis. * Develop productive working relationships with key members of the operational team and look to actively develop themselves within the finance team. | | |
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| 3. Organisation chart – |
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| Finance Manager – Ascot  Finance Manager –  Retail and Conference & Events  EpoS / I.T. Systems Manager  Finance Manager - Boxes and Fine Dining  Cash Operations Manager/Finance Assistant  Seasonal & Race day admin support  (as required) |

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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. |
| |  | | --- | | * Provide commercial support to the site operational teams and the client, in a fast-paced operational environment * Form strong relationships with the operational teams, lead & influence them on all finance decisions, be flexible, proactive and decisive * Ensure accurate accounting entries in relation to cash activities, purchasing, accruals and prepayments are actioned in line with the monthly and weekly timetables. * Ensure there is a total compliance with company policies, procedures and reporting timetables and develop and maintain key relationships with in the wider Sodexo business. * Manage and train race day staff, including operational staff as required | |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| |  | | --- | | * Production of accurate and timely management accounts with evidence to support variances in expected results. * Undertake any associated project related work (E.g. EpoS system upgrades/ Group initiatives) to assist with improving delivery of the finance team services and better support contract performance. * Develop and maintain professional working relationships with both internal and external clients to ensure the provision of a quality Finance support function at all times. * Managing the posting and reconciliation of the liquor costs for all departments * Establishing effective relationships with the client and operational heads of department to maximise influencing ability, ensure operational teams have a robust understanding of their site finance, and the impact their decisions have. * Actively manage external debt in line with company policy and procedures. * Assist with Adhoc Finance Projects of new equipment, software and procedures. * Exercise safe working practices in accordance with Health and Safety legislation and company procedure and to proactively manage the health and safety culture within the commercial team. * Build relationships with peers within Sodexo and the client to assist in providing an excellent commercial service to the site. | |

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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. |
| |  | | --- | | * Ensure weekly, monthly and annual reporting is completed accurately and on time. * Produce insightful reports to facilitate robust reviews and to enable continuous improvements and margin enhancements , including all contractually required profit share reporting. * Establishment of best practice Sodexo accounting and control procedures. Support the business, General Manager’s and administrators in delivering key system and process improvements. | |

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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 and Qualifications   * Experience in a stadium or large events beneficial * Strong interpersonal skills and leadership of team members with clearly identifiable influencing skills. The ability to adapt & change as business demands. * Excellent Microsoft Excel skills with experience in management accounts and reporting developments * Desirable to have good working knowledge of SAP and Essbase or other large accounting systems * Part Qualified accountant, or qualified by experience   Capabilities   * 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 * Planning and Organisation - Consistently completes deliverables within deadline, within budget, and beyond expected quality, even under time pressured conditions. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Growth, Client & Customer Satisfaction / Quality of Services provided | * Leadership & People Management | | * Rigorous management of results | * Innovation and Change | | * Brand Notoriety | * Employee Engagement | | * Commercial Awareness | * Leaning & Development | |  |  | |

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| 9. Management Approval – To be completed by document owner |
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