

# Job Description: Global -Finance Business Partner



Function:	Finance
Position:	<b>Shell Global Finance Business Partner</b>
Job holder:	Xxx
Date (in job since):	Xxx
Immediate manager (N+1 Job title and name):	Shell Global Account VP
Additional reporting line to:	Energy and Resources GSA CFO
Position location:	UK or France – Home Based

## 1. Purpose of the Job – State concisely the aim of the job.

The Finance Business Partner role is key in supporting the Central Account Team and Sub-Segment CFO to contribute significantly to delivering the value of the Shell contract to the client and to Sodexo. Expected annual revenues to be in the region of €120m.

The contract will require the account Finance function to deliver real value to both the client and Sodexo, whilst ensuring the basics around reporting to the management of Sodexo and the client are in place. The role of the Finance Business Partner relies both on the support of the Country Finance Managers and the local teams for month-end close, bottom-up forecasting and budgeting and relies on the support of the transversal finance function for contract set-up, site financial systems including client invoicing and overdue debt follow-up.

The account Finance team role is to provide contractual and client insight to drive the contract/site performance in accordance with the financial terms of the contract with the support of the ENR finance team.

Take complete ownership of driving P&L improvements, educating Sodexo colleagues and providing first class information to the Sodexo Shell team and clients. Be the principal financial support to the Global and Regional directors for this business area. This will involve, but is not limited to:

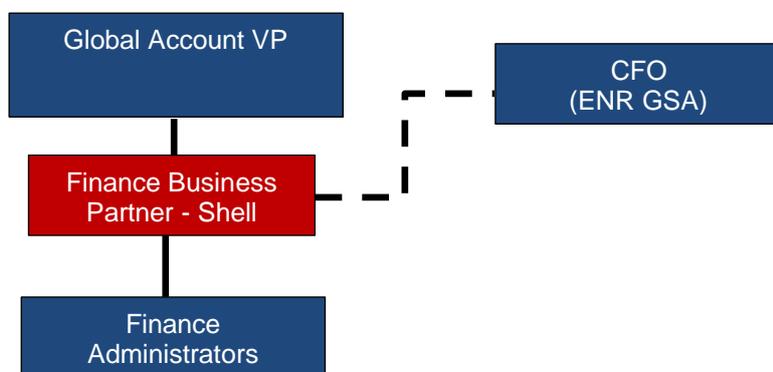
- Develop a strong working relationship with the senior operations team - ensure awareness exists of current and future challenges e.g. mobilisations, change controls, Purchase Order or trading issues and seasonal trading patterns (Christmas or Summer holiday season).
- Supporting the Global Account VP in all significant decision making
- Coordinating the production and release of timely and accurate client invoices through an efficient month end process, working with site management and country finance teams. Take ownership to resolve overdue debt issues with Credit Management Teams, Site Teams, AD and client teams
- Producing insightful management information for the operational team on a timely and effective basis including providing Shell specific month end reporting information and benchmarking support
- Review and analyse site performance and provide meaningful commentary for flash results and following month end regarding variances to both Sodexo and client budgets and forecasts. Identify issues and opportunities and ensure that the AD and senior site managers have plans in place to address them.
- Work with account country management / finance teams to deliver accurate monthly accounts to reflect all activity within the account, ensuring that all items such as WIP / major project activity are represented accurately
- Delivering a strong management review and control process with the RAD and senior site management, for all service lines
- Take a very active role in supporting the AD in client meetings and with proposals for new and existing services. As needed develop good working relationships with all colleagues on key sites

- o Completing the rolling budgeting and forecast process, liaising with the RAD, Cluster / Site Managers and administration teams. Challenge and support as appropriate. This activity will also include annual client budgets (TCB's), commercial negotiation with the client teams and full close out of the process in accordance to our global contract with Shell
- o Preparing all required documentation to support capital investment

**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.

Revenue FY22:	€120m across 95 sites	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

**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.



**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.

- At all times operate within Sodexo and Shell ethical standards of conduct
- At all times operate within Sodexo Accounting Manual and Accounting Standards
- Able to work in collaboration with operations, finance team, functional teams and client finance teams
- Work quickly and autonomously towards a plan but have the skills to reprioritise as required
- Able to maintain strong control environment and attention to detail when working under pressure and to tight deadlines

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Co-ordinate the production of month end accounts
- Take ownership of analysis and Shell MI reporting
- Line management responsibility for the finance assistants; mentoring and developing the individuals in role
- Drive insightful reporting with regard to monthly GMP position and progress of initiatives
- Co-ordinate Sodexo and Shell rolling budget and forecast to a strong commercial and sound technical level
- Provide effective financial support to support and own the contract change control process
- Challenge operational teams to understand and deliver P&L improvements
- Develop strong relationships with the client team and support information requirements
- Deliver regular reporting as required, on time

- Project work as directed by the Global VP / CFO

**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.

- Deliver timely, accurate, comprehensive month end results and supporting analysis
- Take ownership of Shell reporting, Change Requests (TCC), Budget (TCB) benchmarking and analysis as directed
- Plan well and deliver key deadlines on time with high quality, technically strong output
- Develop strong relationship with the operations team and Microsoft clients
- Seek to improve all areas they work upon by harnessing system skills

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Graduate calibre, committed, with a professional accountancy qualification (ACA/ACCA/CIMA)
- Resilient, determined and able to work flexibly and proactively
- Proven team management skills
- Competent at planning and able to manage short and medium-term deadlines and competing priorities
- Positive, professional and articulate
- Able to innovate to deliver sound information
- Possesses very good Excel skills and competent with PowerPoint and Word
- Experience of analysing information and quickly determining key issues of focus
- Able to work collaboratively and work in a structured way to deliver outcomes.
- Relationship building with colleagues from site level to Account Leads and with finance teams in the UK and other countries.
- Keen to develop themselves as part of our succession plan
- Seeks win/win outcomes at all times

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<b>Competencies</b>	
•	<b>Relationship Management</b> Is highly effective at building and maintaining win- win business partner relationships internally and with clients.
•	<b>Resilience</b> Sustains momentum when faced with challenges. Balances competing demands and responds well to changed priorities.
•	<b>Impact and Influence</b> Communicates effectively and inspires people at all levels. Gains the commitment of others to drive towards and achieve a high performance culture.
•	<b>Analysis and Decision Making</b> Incisive and strong willed in focusing on achieving business goals. Able to

analyse the cause of a problem and identify solutions.

- **Planning and Organisation**  
Consistently completes deliverables within deadline, within budget, and beyond expected quality, even under adverse conditions.

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

Version	1.0	Date	11/10/21
Document Owner	Austen Wright		

**10. Employee Approval** – To be completed by employee

Employee Name		Date	
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