

Job Description:
Head of Finance - Custody

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| Function: | Government and Agencies - Sodexo Justice Services – Custodial and Community |
| Position:  | Head of Finance - Custody |
| Job holder: | Vacant - TBC |
| Date (in job since): | 1 September 2019 |
| Immediate manager (N+1 Job title and name): | Finance Director  |
| Position location: | London / TBC + Business Travel, when required |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Deliver financial and commercial insight to support and influence decision making within custody, which is regarded as excellent by customers and finance colleagues, and both proactive and responsive to business requirements. This is facilitated by better management information, and the establishment of robust and consistent processes.
* Manage a team of 5 business managers at the prison sites
* As a senior and experienced member of the team, provide leadership and coaching to other members of the team.
* Contribute to and influence the broader business and finance priorities across the custody division
* Work on bids along with business development team and support on financial management
* Support ad hoc projects and as required
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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. |
| Revenue FY16: | €175m | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | 2,400 |
| EBIT margin: | 10% |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  |  |

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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.**Head of Finance** |
| Finance Director |

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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. |
| * **Influencing** key stakeholders on recommendations for business changes to ensure the CRC(s) transition to new operating model and the Custodial operating model meets current and future business requirements.
* Translating **complex commercial and financial models** into clear and concise analysis, with recommendations.
* Managing conflicting priorities with short deadlines and delivering consistently high quality business insight.
* **Building** successful and productive working relationships in a matrix organisation structure to deliver results in a multi stakeholder and consultative culture.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Create analyses based on business drivers to support decision making for established estate, mobilisations, and bids. Embed these so that they are part of our core finance processes.
* Lead commercial side of medium term planning, budgeting and forecasting processes, including setting assumptions, scenario modelling, supporting business decisions, (financial controller responsible for financials, and accounting integrity). Implement clear processes, so that all stakeholders understand their contribution and how / when it fits to the broader goals.
* Lead and shape activity to deliver a more consistent and robust approach to financial management and financial support to decisions across the prisons, taking examples of good practice from each prison and rolling out across the estate, with clear and established consistent processes. This will include proactive management of the balance sheet accounts relevant to each prison.
* Design and implement processes to provide additional levels of assurance and visibility so that senior management and the exec are clear regarding pending contract changes and financial implications.
* Develop business cases, review papers, presentations, and other papers, (lead / support as appropriate), e.g. financial presentations to OBM (monthly meeting of prison directors), post investment reviews, as required to support SJS Finance Director and SJS Executive.
* Lead, coach and manage finance teams reporting to you. Provide development for team members and act as a role model in leadership and influencing skills.
* Ensure that a link between Business Development, Operational and Finance teams is maintained.
* Supporting the SJS FD in strategy setting, decision making, and all matters related to the commercial side of our business development approach.
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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. |
| * Exceed delivery of financial, performance, and operational targets
* Senior stakeholder expectations are exceeded
* Excellent management information and modelling that is accurate and fit for purpose
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * ACCA, CIMA, ICAEW Qualified
* Strong data analytics and modelling skills, coupled with attention to detail
* Good consultation, presentation and documentation skills
* A good understanding of Contract Law and Commercial Trading terms
* Strong Financial Management experience in a commercial environment
* Highly organised, flexible and responsive, with ability to deliver under pressure with excellence
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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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| * Growth, Client & Customer Satisfaction / Quality of Services provided
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| * Rigorous management of results
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| * Commercial Awareness
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| * Leadership & People Management
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| * Innovation and Change
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| * Business Consulting
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| 9. Management Approval – To be completed by document owner |
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| Document Owner |  |

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| 10. Employee Approval – To be completed by employee |
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| Employee Name |  | Date  |  |

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