

Job Description: Finance Administrator



Function:	Finance and Systems Administration
Position:	Finance Administrator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Claire Evans, Contract Performance Manager
Additional reporting line to:	
Position location:	Bickleigh House, Park 5, Exeter. Devon.

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

- To provide financial and administrative service in a timely manner in order to support the PFI contract and wider Sodexo business process.
- To effectively utilise company systems including SAP, Global Maximo in line with contractual requirements
- To be responsible for carrying out the analytical investigation of any query or anomaly and communicating the consequent solution.
- To take ownership for the production of timely reporting related to various aspects of financial and administrative business process.

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 FY13:	€tbc	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						
Characteristics ■ Add point									

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.

Contract Director
Contract Performance Manager
Finance Administrator

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.

- Supporting the contract business function in relation to financial administration.
- Acting as collator, owner, administrator and first point of contact for the financial aspects of subjects such as (but not limited to) Life-cycle, Authority Changes Orders, Additional Works, Subcontractor POs, Payroll and additional Works, within a PFI context.
- Liaising with colleagues within the contract in order to prevent issues and provide timely and accurate financial information and service.

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

- By working in a courteous, efficient and professional manner, to provide a point of contact for all aspects of contract financial administration.
- To liaise with wider team members to obtain advice and guidance where necessary to ensure financial accuracy consistent with the contract.
- Providing support to other administration tasks that relate to the contract where necessary.
- Dealing with external bodies including sub-contractors to ensure service and administrative performance.
- Analyse and interpret data to report on PMS and unavailability deductions in a timely manner.
- Respond to queries, amend and maintain data and ad-hoc tasks as required.
- Work closely with Contract/Facilities Managers to develop and enhance the quality of service and reporting processes.
- Ensure that any daily, weekly and monthly reports are provided to the contract teams in a timely fashion when required.
- Carry out monitoring of CAFM (Maximo) data to ensure that records have been accurately input from a financial perspective.
- Update and maintain key contractual documentation and records as required
- Support the Contract/Facilities Managers in day-to-day contract administration
- Act as subject matter expert for CAFM (Maximo) system from a financial administration user perspective.
- Serve as the point of contact for internal partners, company CAFM teams and end users.
- Assisting all Maximo users with issues I queries and requests, via email, telephone wherever possible.
- Training of new users of the Global Maximo system within the Education segment.

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.

- Ensuring contract financial tasks are administered in line with contractual deadlines
- Achievement of all contract KPIs applicable to the role.
- Providing support and liaison to all contract staff in order to support wider business process and contractual performance.

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

- Excellent communication skills
- Exemplary attention to detail
- Analytical mind, able to interrogate and interpret data
- Self-motivated, enthusiastic and professional
- An understanding of FM contracts (ideally within a PFI context), key performance indicators and deliverables
- Commercial awareness

- The proven ability to work under pressure and deal with challenging situations.
- Exceptional customer service skills
- The ability to communicate financial issues at all levels, including to a non-financial audience.
- The ability to make decisions, take ownership and use your own initiative to resolve problems
- Undertake and support small projects
- Provide helpdesk and other office support.

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	
▪ Rigorous management of results	
▪ Brand Notoriety	
▪ Commercial Awareness	
▪ Innovation and Change	

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			