

Job Description:
Commercial Finance - Business Partner

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| Function: | Defence and Government Services (Integrator) |
| Job:  | Commercial Finance - Business Partner |
| Position:  | Commercial Finance - Business Partner |
| Job holder: | TBC |
| Date (in job since): | TBC |
| Immediate manager (N+1 Job title and name): | Senior Finance Manager |
| Additional reporting line to: | Kevin Higgins, Head of Finance, Integrator |
| Position location: | London, UK |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| To provide valuable financial support and information to the Sodexo Integrator business as well as providing management information externally to the client and internally to Sodexo. Need to continuously challenge costs and processes to find efficiencies and improvements |
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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. |
| Budget FY19: | £500m | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * 8 supplier towers
* Total FY budget £500m
* 850+ site portfolio
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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 Senior Finance ManagerFinance ManagerCommercial Finance – Business Partner |

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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. |
| * Capability to work with complex data sets from various sources.
* Effective communicator to both financial and non-financial individuals
* Demonstrate ability to effectively manage queries from the internal business
* Demonstrate ability to effectively manage queries from the client
* Create and manage relationships with external suppliers, client and internally
* Financial knowledge base for the Internal Projects team
* Able to present and communicate financial issues.
* Ability to work to tight deadlines manage own workload effectively
* Confidently challenge costs and query suppliers where necessary
* Strict confidentiality and discretion
* Manages ad hoc items well
* A proactive can-do attitude and resilience and motivation to succeed
* Able to work on own initiative
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| Focusing on Projects business partner role. * Business partnering Sodexo Projects team to manage £45m p.a. spend
* Production of key reports and metrics to support and enhance the Project business
* Be part of the team delivering the Project Spend
* Providing input into client monthly/fortnightly payment application meetings
* Consolidation of data to provide up to date spend reports on projects
* Host risk and opportunity meetings with head of projects
* Manage and co-ordinate Budget reporting for the projects business

Focusing on Estates business partner role. * Attending and presenting at client working groups
* Producing financial information and attending external Client steering groups
* Host risk and opportunity meetings with head of estates management.
* Provide guidance on various issues such as lease renewals, dilapidations divesting and acquiring sites.
* Be part of the team driving the property strategy
* Manage and co-ordinate Budget reporting for the estates business

Other * Oversee forecast process c.£450m per annum for FY 18/19
* Chairing Forecast meetings with the client on a monthly basis
* Chairing Risk and Opportunities with the client on a monthly basis. This includes producing consolidated risks and opportunities schedules by supplier
* Provide input to month end management pack and other financial analytics
* Responsible for key commentary to Board level and external client
* Various Ad Hoc tasks requested by both the client and the internal Sodexo Business
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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. |
| * Be the main finance contact for Sodexo Projects team and client
* Commercially aware and focused
* Accuracy and quality of work
* Be an integral part of the month end and Forecast process
* Add value for the client
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Strong IT skills and knowledge of MS Office, Excel, Word etc.
* Previous relevant experience in a Finance role
* Good financial & commercial acumen
* Ability to analyse complex data with accuracy
* Great communication skills
* Newly qualified CIMA/ACCA (or equivalent)
* Ability to work under pressure
* Ability to multi task
* Demonstrates imitative and anticipates business needs
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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
 | * Innovation and Change
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| * Rigorous management of results
 | * Commercial Awareness
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| * Brand Notoriety
 | * Employee Engagement
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| 9. Management Approval – To be completed by document owner |
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| Version | 1.0 | Date | 23 October 2018 |
| Document Owner | Kevin Higgins |

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